

SOLICITOR

EDO NSW is a community legal centre specialising in public interest environmental law and policy. Our mission is to help the community protect the environment through the law.

We have a fantastic opportunity in our litigation team to use your legal skills to run public interest test cases on environmental protection, biodiversity and the biggest challenge in environmental law – climate change.

The successful applicant will:

- respond to telephone and written inquiries from the public
- provide written advice to clients
- conduct litigation matters
- contribute to the community education and policy work of EDO NSW.

Selection Criteria

- a NSW practicing certificate or eligibility for admission to legal practice in NSW and at least two years post admission experience, including litigation in administrative and/or environmental law
- understanding of and experience with NSW environmental law and policy
- commitment to the protection of the environment and public participation in environmental decision-making
- demonstrated ability to work productively and to deadlines
- demonstrated ability to develop and maintain good relationships with clients from a diverse range of backgrounds
- excellent oral and written communication skills suited to a range of audiences, including plain English communications with members of the public.

Excellent working conditions are offered. Competitive remuneration will be negotiated depending on experience.

How to Apply

Potential applicants are required to address the selection criteria, provide evidence of qualifications (CV), and are encouraged to obtain further information on the work of EDO NSW from our website. **Applications which do not address the selection criteria will not be considered.**

For further information about the position contact Elaine Johnson on 02 9262 6989 or via email at recruitment@edonsw.org.au.

Applications close at 10am on 23 July 2018 and are to be forwarded to recruitment@edonsw.org.au with 'Application for position of Solicitor' in the subject line.

Duty Statement - Solicitor

1) Legal advice

- respond to telephone and written inquiries from the public on environmental and planning law matters
- provide plain English written advice to clients
- conduct litigation matters
 - preparation of documents
 - liaise with Counsel and clients
 - attend court
- supervise the work of volunteers who undertake tasks such as legal research, document preparation, etc.

2) Community outreach

- participate in presenting at community workshops and outreach work generally
- write plain English information case notes and blogs
- prepare and present papers at conferences or for publication

3) Policy and law reform

- contribute to policy and law reform submissions under the supervision of the Policy & Law Reform Director

4) Administration

- assist with office administration, such as files, computer and precedent systems
- maintain appropriate records

5) General

All staff have a responsibility to:

- develop and maintain a good knowledge of the EDO's role and policies
- represent the EDO in a positive and effective manner
- attend, and contribute actively and constructively at staff meetings
- seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility
- assist in organising and supervising volunteers
- respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner
- provide accurate and timely data and information for reporting, fundraising and communications purposes.