

## **SOLICITOR – CLIMATE CHANGE**

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 maternity leave-backfill opportunity in our Litigation Team to use your legal skills to develop and support our climate change litigation.

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
- previous experience with climate change-related litigation, policy, outreach or similar
- 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.

A 12-month fixed term contract is offered. Full-time and part-time (3+ days per week) will be considered.

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

### **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](mailto:recruitment@edonsw.org.au).

Applications close at 10am on 30 July 2018 and are to be forwarded to [recruitment@edonsw.org.au](mailto:recruitment@edonsw.org.au) with 'Application for position of Solicitor – Climate Change' 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.