

PRINCIPAL SOLICITOR/SENIOR 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 two exciting maternity leave-backfill opportunities in our Litigation Team. Apply your legal skills to manage the legal practice or provide oversight to junior solicitors while running public interest test cases on environmental protection, biodiversity and the biggest challenge in environmental law – climate change.

Selection criteria – specific to Principal Solicitor

- At least 8 years litigation experience, in particular in NSW and Federal environmental and planning law
- An excellent understanding of environmental law, including laws relating to natural resource management
- Demonstrated capacity to manage a legal practice

Selection criteria – specific to Senior Solicitor

- At least 5 years post admission experience, with at least 2 years practicing in environmental law, including litigation
- The ability to work with limited supervision on advice and casework, including litigation

Selection criteria – General

- An unrestricted practising certificate in NSW, or the ability to obtain one
- Experience in supervising solicitors
- Commitment to the protection of the environment and public interest environmental law
- Excellent oral and written communication skills, including an ability to communicate clearly in plain English
- Demonstrated ability to work independently, productively and to deadlines
- Demonstrated ability to develop and maintain good relationships with clients and other stakeholders

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

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 (specific to position applied for and general), 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.**



EDO NSW
ABN 72 002 880 864
Level 5, 263 Clarence Street
Sydney NSW 2000 AUSTRALIA
E: edonsw@edonsw.org.au
W: www.edonsw.org.au
T: + 612 9262 6989
F: + 612 9264 2414

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 30 July 2018 and are to be forwarded to recruitment@edonsw.org.au with 'Application for position of [Principal Solicitor] [Senior Solicitor]' in the subject line.

Duty Statement – Senior Solicitor

1) Legal Advice

- working with the Principal Solicitor to plan and supervise legal advice in accordance with EDO guidelines and Strategic Plan
- conduct high level litigation matters, including court appearances, and carry a senior litigation load
- undertake the tasks of the Principal Solicitor, if he/she is absent
- respond to telephone and written inquiries from the public
- provide written advice to clients
- have input into development of EDO NSW's litigation strategy
- undertake legal administration tasks, such as the preparation of reports, as required

2) Policy and Law Reform

- undertake policy and law reform work from time to time
- provide assistance in relation to drafting instructions for Bills before Parliament

3) Community Education

- participate in conference and education work generally
- prepare and presenting papers and workshops
- write plain English educational materials
- prepare articles for EDO publications
- undertake media work when required

4) External Relations

- develop and maintain effective links with the legal profession, professional bodies (such as EPLA and NELA), forums (such as the LEC Users group), community legal centres and conservation groups in collaboration with the Principal Solicitor
- liaise with donors and pro bono service providers to maintain relationships

5) Office Administration

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

6) 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.

Duty Statement – Principal Solicitor

1) Management

The Principal Solicitor is a member of the Management Team within EDO NSW which reports to the Chief Executive Officer.

- manage the provision of legal services within EDO NSW, including compliance with all professional obligations, professional indemnity insurance requirements as outlined in the Risk Management Guide for Community Legal Centres, and with EDO NSW guidelines and Strategic Plan
- supervise and coordinate the work and ongoing professional development of solicitors in the litigation team
- integrate legal advice and litigation services with the other functions of EDO NSW
- contribute to the management and strategic direction of the organisation as a whole
- authorise costs agreements and expenses incurred in the provision of legal advice and litigation services in accordance with EDO NSW policies.
- bear responsibility for PII cross-check and reporting, and Trust Account management in coordination with the Operations Director
- provide reports on the litigation functions of the Office as required
- input into the EDO NSW Strategic Plan and develop EDO's Litigation Operational Plan

2) Legal Advice

- ensure the quality of casework and legal advice given by EDO NSW solicitors and ensure deadlines are met
- authorise the commencement of and oversee the conduct of all litigation in the office
- provide telephone and written advice to clients when capacity of team is low
- check advice provided by solicitors on a regular basis

3) Policy and Law Reform

- undertake policy and law reform work from time to time

4) Community Education

- participate in conference and education work generally
- prepare and presenting papers or articles for EDO NSW publications as required

5) External Relations

- represent EDO NSW in media (social, print, digital) as required
- contribute to the development and maintenance of EDO NSW's support and donor base
- develop and maintain effective links with the legal profession, professional bodies (such as EPLA and NELA), community legal centres and conservation groups.

6) Office Administration

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

7) **General**

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NSW



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ADVANCING THE LAW**

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