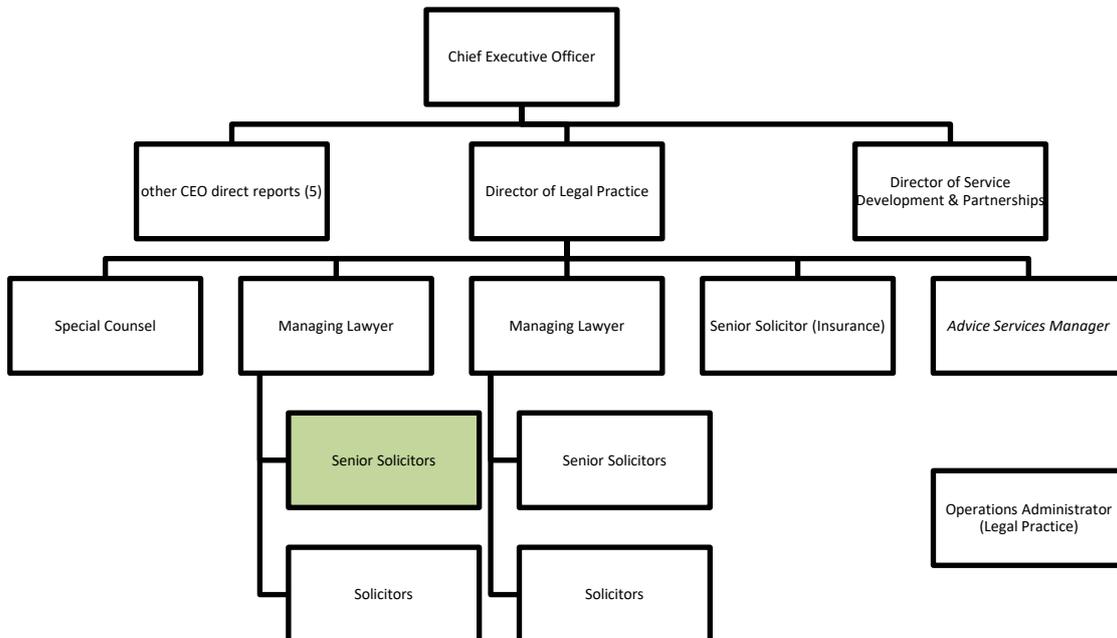


Position Description

Position:	<i>Senior Solicitor</i>
Reports to:	<i>Managing Lawyer</i>
Purpose:	<i>The Senior Solicitor conducts legal casework files, participates in outreach and training, provides specialist assistance to advice line callers and represents and represents consumers and their interests in order to contribute to the education, policy and campaign work of the Centre.</i>
Direct reports:	<i>0.</i>
Indirect reports:	<i>0</i>
Scope:	<i>The legal practice provides approximately 4500 discrete assistances to consumers and a further 130 representation files to consumers per year. The legal practice provides 700 discrete assistances to workers per year (including to financial counsellors, community centre workers and other consumer advocates). The legal practice also delivers external training and outreach sessions, and develops innovative, high quality tools and resources for people and community workers.</i>

Organisation chart:



KEY RESPONSIBILITIES / ACCOUNTABILITIES

Casework and Advice Provision

Empower people through the provision of an effectively targeted consumer legal advice service and high impact legal representation in consumer and credit law matters in courts, tribunals and external dispute resolution forums. Build an effective and sustainable community sector through the provision of legal advice to workers in complex cases. Work collaboratively with members of the legal practice to ensure that consumers better understand their legal rights and options and connect vulnerable consumers to appropriate services. Undertake legal research and other duties relating to the legal practice, and administrative tasks where required.

Outreach and Community Engagement

In collaboration with the DSDP, develop high quality self-help resources and tools in relation to consumer and credit law so that people have the confidence and capacity for self-help where appropriate. Support Outreach work in collaboration with DSDP, including conducting outreach sessions as required and facilitating team participation in outreach initiatives.

Strategic Advocacy

Pro-actively identify systemic issues and make a visible contribution to policy and campaign activities through litigation and advice work. Develop and implement dispute resolution strategies that will likely result in a benefit to a significant number of disadvantaged and vulnerable people and/or improve access to justice. Craft, support and collaborate on powerful stories that inspire systemic change.

Mentorship

Contribute to the organisation's goal of supporting its people to do a great job by mentoring less experienced staff and acting as a source of specialist legal knowledge.

QUALIFICATIONS / EXPERIENCE / SPECIALIST TECHNICAL SKILLS

The solicitor must be a qualified legal practitioner holding, or eligible to hold, a current unrestricted Victorian Practising Certificate.

Litigation and Dispute resolution skills

Demonstrated substantial experience in litigation in various jurisdictions including tribunals and courts. Advanced negotiation skills and substantial experience in dispute resolution forums, including external dispute resolution forums.

Skills working with our client base

Demonstrated advanced skills in communicating with and advocating for disadvantaged, low income, culturally and linguistically diverse client groups: awareness of the social context of clients and their legal issues.

Specialist knowledge

Specialist knowledge of consumer and credit law, its legislative framework and regulation generally and the ability to apply this knowledge:

- in assisting and empowering people through legal advocacy and representation;
- in identifying legislative or industry reform required to obtain more equitable outcomes for consumers, particularly those who are disadvantaged and vulnerable;

Strategic casework

Deep understanding of centre's goals of empowered people and a fairer system, and the strategic role of litigation in promoting them: pro-actively leads and drives goals,

COMPETENCIES AND BEHAVIOURAL SKILLS

Communication

Demonstrated strong interpersonal and communication skills, including the ability to tailor and modify communication to a range of audiences.

Collaboration and Teamwork

Proven collaborative skills and ability to work effectively with and through others; ability to lead projects, with a good awareness of own impact. Shows consideration, concern and respect for others' feelings and ideas; accommodates and works well with the different working styles of others, treating all people with dignity and respect.

Organisational Skills and Autonomy

Outstanding time and file management skills and the ability to manage competing priorities under pressure; works effectively with high degree of autonomy and accountability; self-motivated and can demonstrate initiative.

Ethical

Pro-actively contributes to and models the high professional and ethical standards within the legal practice and an appreciation of risk management.