**UTS POSITION DESCRIPTION**

**UTS: HUMAN RESOURCES**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Lawyer</th>
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<tbody>
<tr>
<td>Unit/Division or Faculty</td>
<td>Anti-Slavery Australia</td>
</tr>
<tr>
<td>Position Number</td>
<td></td>
</tr>
<tr>
<td>Current HEW Level</td>
<td>Level 7</td>
</tr>
<tr>
<td>Job Family (HR Use Only)</td>
<td>Administrative</td>
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<tr>
<td>ANZSCO Code (HR Use Only)</td>
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**POSITION PURPOSE**

The Lawyer is accountable for providing assistance to survivors of modern slavery within a migration, human rights and legal framework.

**ENVIRONMENT AND DIMENSIONS**

The University of Technology, Sydney (UTS) was established as a University on 1988 and is a Sydney city campus. UTS has approximately 44,000 students and approximately 3,000 staff.

UTS has a bold vision to be a leading public university of technology recognised for our global impact. UTS is defined by our support for the economic, social and cultural prosperity of our communities. We are measured by the success of our partners, staff and students and we are committed to research, innovation and the dissemination of knowledge of public value. We are, and always will be, an inclusive university.

The Faculty of Law has a reputation for teaching and learning innovation, world-class research and external engagement with the legal profession and wider community. The Faculty has a strong teaching focus, a dynamic research culture and a commitment to social justice and inclusion.

The Faculty is home to the Anti-Slavery Australia centre (Anti-Slavery), the joint Faculty of Law and Faculty of Arts and Social Science Centre for Media Transition (CMT) and the joint UTS and UNSW Australasian Legal Information Institute (AustLII).

Anti-Slavery Australia (Anti-Slavery) is dedicated to eliminating human trafficking and slavery in Australia. The Centre provides access to pro-bono legal advice and representation for people who have experienced modern slavery in Australia. The Centre also engages in research, policy development, and evaluation of Australia’s modern slavery responses and related issues. Anti-Slavery Australia has an active role in community awareness raising of all forms slavery and also provides practical legal training for graduating law students as well as internship placement opportunities for law students engaged in law elective subjects and volunteers, including from the Brennan Leadership and Justice Program.

- Academic Staff: 1.0 FTE
- Professional Staff: 4.2 FTE
- Students/Volunteers: 4.2 FTE
- Budget: $270k
RELATIONSHIPS

Supervision
The Lawyer reports to the Director of the ASA who in turn reports to the Dean, Faculty of LAW. There are no positions reporting to the Lawyer although the director may delegate a day-to-day supervisory role in relation to PLT placement students and volunteers.

Collaboration and Communication

Internal
- Director of ASA in relation to the operation of the legal practice and related programs to assist trafficked people.
- Staff and volunteers of ASA.

External
- Survivors of modern slavery.
- Government and community agencies, industry (local, national and international), professional partners.

MAJOR RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Major Functions</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage caseload of ASA’s legal practice - 65%</td>
<td>Provide access to best practice legal advice and representation to trafficked and enslaved people.</td>
</tr>
<tr>
<td>- Oversight of policies and systems to ensure professional management of the ASA caseload.</td>
<td></td>
</tr>
<tr>
<td>- Provision of professional legal advice and representation to clients across a range of legal areas including human rights, international and domestic law, human trafficking, slavery, migration, and family law.</td>
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</tr>
<tr>
<td>- Refer ASA clients to pro-bono partners and key organisations with relevant expertise for support.</td>
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</tr>
<tr>
<td>PLT supervision- 20%</td>
<td>Provide experiential student learning in a practice-orientated, social justice environment.</td>
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<tr>
<td>- Supervise student volunteers undertaking Practical Legal Training at Anti-Slavery Australia and develop a community of practice, delegating day to day tasks and casework, providing feedback and guidance and ensuring that students PLT requirements.</td>
<td></td>
</tr>
<tr>
<td>Reporting – 5%</td>
<td>To ensure accurate and timely data reporting and outcomes reporting to internal and external stakeholders.</td>
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<tr>
<td>- Provide reports to external stakeholders and Centre Director as required, reporting of legal practice activities and outcomes.</td>
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</tr>
<tr>
<td>Modern Slavery Acts - 10%</td>
<td>Connect ASA services, advocacy and training to the Centre’s practice-based expertise and experience.</td>
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<tr>
<td>- Participation in Centre activities to promote the Australian modern slavery acts.</td>
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<td>- Deliver community education, engage in sector networking and contribute to law and policy reform.</td>
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POSITION CHALLENGES

- Maintain a high level of relevant knowledge and practical expertise and keep up-to-date with current developments by maintaining a regimen of continuing education.
- Maintain an awareness of changes in legislation and decisions of courts and tribunals as they affect clients’ interests and the operation of the ASA.
- Effectively communicate the need for implementing new or updated systems and/or procedures to the Centre management team.
- Manage ASA client caseload and data-bases to required timelines in a high volume and highly diverse environment.

AUTHORITY

The incumbent takes broad direction from the Director of the ASA although on a day-to-day basis the incumbent exercises a strong degree of responsibility guided by the rules, regulations and policy of the University and Faculty operational guidelines.

Leadership Capabilities For Role

<table>
<thead>
<tr>
<th>Pipeline</th>
<th>Leading Strategically</th>
<th>Collaborating and Engaging</th>
<th>Leading Teams</th>
<th>Presence and Awareness</th>
<th>Leading Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capabilities</td>
<td>Displays Creativity</td>
<td>Encourages Collaboration</td>
<td>Manages Vision and Purpose</td>
<td>Leads with Ethics and Integrity -</td>
<td>Demonstrates technical expertise</td>
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<tr>
<td>Maintains Perspective -</td>
<td>Deals with Ambiguity</td>
<td>Motivates Others</td>
<td></td>
<td></td>
<td>Solves problems</td>
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HEALTH AND SAFETY

All staff must:
- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others and
- follow specific health and safety procedures as directed.

RECORDS MANAGEMENT

- Create and collect records that document the incumbent’s activities.
- Ensure records are captured into the official recordkeeping system.
- Manage records consistent with university procedures.
ORGANISATION CHART

Please see attached organisation chart that shows in relationship to this position; the position it reports to, direct reports and peers (where appropriate).
KEY SELECTION CRITERIA SUPPORT STAFF

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Skills and Attributes

- Excellent organisational, analytical and written communication (oral and written) skills.
- Ability to supervise practical legal training students and build a community of practice.
- Ability to manage the regular update and maintenance of client database.
- Outstanding file management skills.
- Proven ability both to work independently and as part of a team.
- Ability to relate productively and sensitively to vulnerable and traumatised people in the provision of legal services.
- Excellent stakeholder engagement and relationship building skills.
- Excellent research and writing skills.

Knowledge

- Demonstrated knowledge or ability to acquire knowledge, across a range of relevant legal areas such as human rights, international and domestic law, human trafficking, slavery, migration, family and employment law.

Qualifications

- Current Unrestricted NSW Solicitors Practicing Certificate (or eligible to obtain).
- Sole practitioner or eligible to meet the requirements for registration as a sole practitioner.
- Registered Migration Agent (or eligible to obtain).

Experience required

- Experience in migration law and practice.
- Experience in the management and processing of legal matters.
- Demonstrated ability to undertake legal research.
- Experience of working with vulnerable or distressed people in a culturally appropriate way in the provision of legal services or in a related field.
- Experience of working to tight deadlines with competing priorities.
- Experience in appearing/attending tribunal and court hearings.
- Experience in supervision and development of staff and/or volunteers or interns.