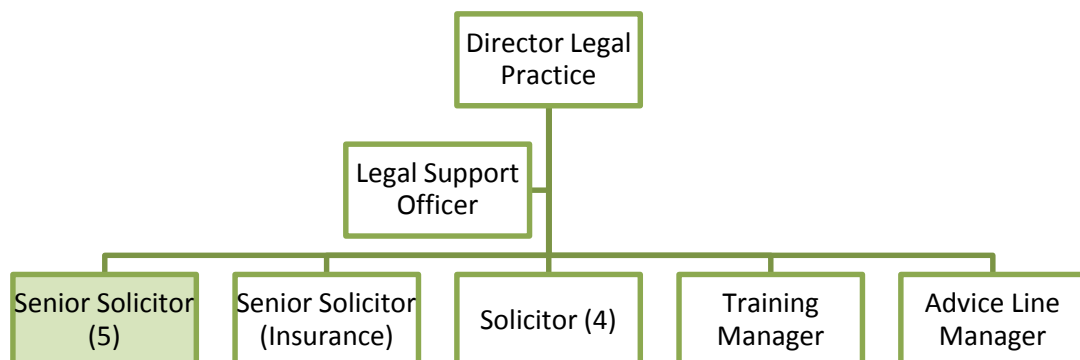


Position Description

Position:	<i>Senior Solicitor</i>
Reports to:	<i>Director Legal Practice</i>
Purpose:	<i>The Senior Solicitor acts as a source of expertise within the legal practice and externally, conducts complex legal casework files, provides telephone advice to community workers and the public, 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 Senior Solicitor is one of a small team of legal practitioners. Service delivery area is across Victoria, and nationally where appropriate. The legal practice provides approximately 2400 client advices per year, with 810 cases opened. A further 500 pieces of advice and 300 complex advices are typically provided to financial counsellors, community centre workers and other consumer advisors. Up to 14 external training/outreach sessions are also conducted by the legal team.</i>

Organisation chart:



Key Accountabilities:

- Conduct complex litigation on behalf of consumers and manage cases across the variety of judicial and external dispute resolution (EDR) fora;
- Provide telephone and email advice to members of the public, financial counsellors, and other community workers about credit, debt and general consumer rights;
- Pro-actively Identify systemic consumer issues, and make a visible contribution to policy and campaign activities relating to issues identified through litigation and telephone advice work;
- Produce written educational material in relation to common problems being faced by consumers;
- Plan and Present workshops to community workers and others where required;
- Undertake legal research relevant to legal problems identified through litigation and telephone advice work;
- Work closely with the DLP to support legal and policy practice objectives and targets, including undertaking delegated DLP tasks: undertake other duties relating to the legal practice, and administrative tasks where required;
- Make a substantial and visible contribution to developing team and organisational goals as part of annual and project planning processes;
- Act as mentor and provide coaching and expert advice to solicitors and peers;

Qualifications:

- The Senior Solicitor must be a qualified legal practitioner holding, or eligible to hold, a current Victorian Practising Certificate.

Desirable experience/specialist skills:

- Demonstrated substantial experience in litigation and dispute resolution together with advanced negotiation skills;
- Ability to represent CALC with stakeholders: pro-actively instigates, develops and maintains relationships with regulators, industry, the legal and community sectors that advance the centre's goals;
- 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' legal issues;
- Substantial knowledge of consumer protection policy, legislative framework and regulation generally and the ability to apply this knowledge:
 - in advising and advocating for consumers;
 - in identifying legislative or industry reform required to obtain more equitable outcomes for consumers, particularly those who are disadvantaged and vulnerable.

Competencies:

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

- Proven collaborative skills and ability to work effectively with and through others; 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;
- Confident in mentoring, coaching and people management with a high level of awareness of personal impact and influencing ability;
- Works effectively with high degree of autonomy and accountability; self-motivated and can demonstrate initiative, sound time management and ability to deal with competing priorities under pressure;
- Pro-actively contributes to and models the maintenance of high professional and ethical standards within the Legal Practice;
- Identifies opportunities in the practice processes and systems and helps to lead change.