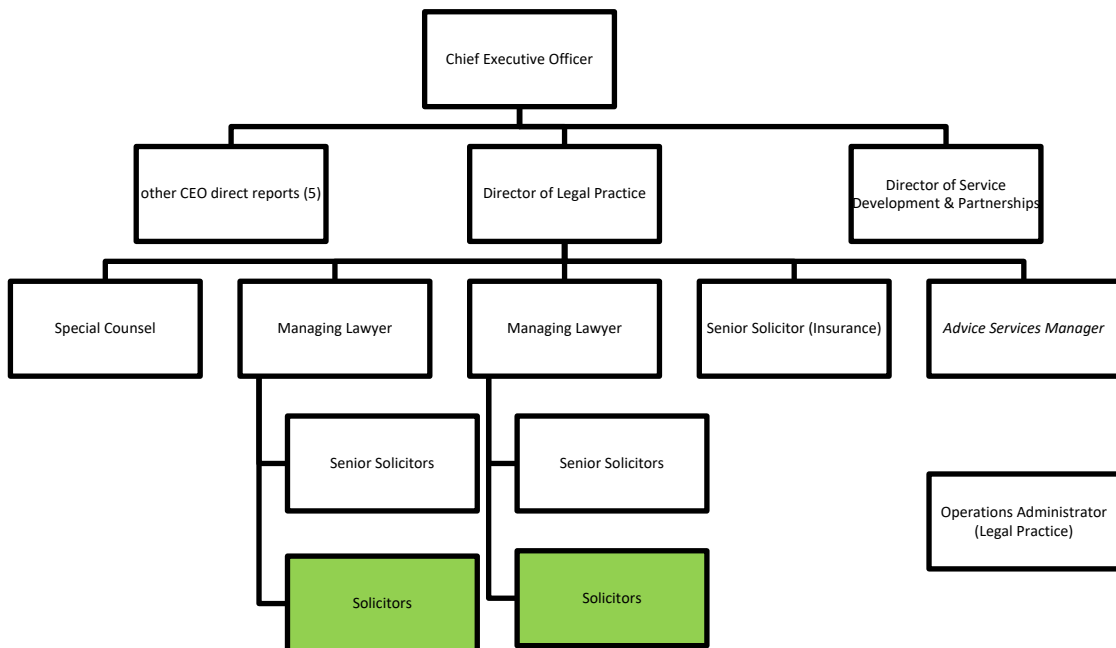


Position Description

Position:	<i>Solicitor</i>
Reports to:	<i>Managing Lawyer</i>
Purpose:	<i>The Solicitor conducts legal casework files, participates in outreach and training, provides assistance to advice line callers 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>



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.
- 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

- Support Outreach work in collaboration with DSDP, including conducting outreach sessions as required and facilitating team participation in outreach initiatives.

Strategic Advocacy

- Identify systemic issues and contribute to policy and campaign activities through litigation and advice work;
- 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.
- Support and collaborate on powerful stories that inspire systemic change.

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

Skills working with our client base

- Demonstrated 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

- Knowledge of consumer and credit law, its legislative framework and regulation generally and the ability to develop, learn and 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

- Developing sense of the centre's goals of empowered people and a fairer system, and the strategic role of litigation in promoting them.

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;
- 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

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

Ethical

- Contributes to and demonstrates the high professional and ethical standards within the legal practice.