



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Solicitor</b>			<b>Version:</b>	<b>2.0</b>
<b>Position Reports to:</b>	Pine Rivers Community Legal Service Manager/Principal Solicitor				
<b>Program:</b>	Pine Rivers Community Legal Service			<b>Position Code:</b>	<b>SSCLS</b>
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)				
<b>Role Level:</b>	Team Leader	<b>Direct Reports:</b>	<b>Yes</b>	<b>Classification Level:</b>	<b>6.1</b>
		<b>All Solicitors</b>			
<b>Date reviewed:</b>	<b>04/10/2022</b>	<b>Reviewed by:</b>	<b>PRCLS Mgr</b>	<b>Date next review:</b>	<b>04/10/2023</b>

### ORGANISATIONAL ENVIRONMENT

Encircle Ltd. is a community-owned and operated organisation offering a range of support services and activities directly to families and individuals across the Moreton Bay region and the greater North Brisbane area.

Operating since 1987 we are committed to developing programs and services that support the wellbeing of community members, to encourage and enable community participation, and respond to identified community issues and needs. Encircle operates across Moreton Bay and surrounds from seven sites including Redcliffe, Kallangur, Lawnton, Strathpine, Caboolture, Kedron and Zillmere. We have approximately 50 staff and 200 volunteers who support our programs and activities and provide a wide variety of integrated options for people in our region.

#### **Our Vision:**

Our communities will thrive and be resilient by being engaged, connected and supported.

#### **Our Mission:**

To be a responsive, adaptive and sustainable organization to meet the changing needs of our communities.

#### **Pine Rivers Community Legal Service at Encircle:**

Pine Rivers Community Legal Service (PRCLS) is a generalist community legal service which has provided free legal advice, information and referrals as well as community legal education for vulnerable people facing disadvantage in the Moreton Bay and greater North Brisbane area for over 35 years.

In July 2021, Services expanded further north in the Moreton Bay Region with services now offered from Caboolture, Redcliffe Neighbourhood Centre, Deception Bay Neighbourhood Centre, Kallangur Neighbourhood Centre and legal offices in Strathpine. Services are also available from Bribie Island Neighbourhood Centre once a month.

PRCLS also provides the Domestic and Family Violence Duty Lawyer Service and the Child Protection Duty Lawyer Service at Pine Rivers Magistrates Court and assists with the

Domestic and Family Violence Duty Lawyer service at the Sandgate and Redcliffe Courthouses.

## **PURPOSE OF ROLE**

In conjunction with Senior Management, establish operational work plans and procedures which guide the activities undertaken, and support the services available from the Pine Rivers Community Legal Service (PRCLS) in line with organisational objectives, funding agreements, utilising sound knowledge and skills gained through qualifications and experience.

The Senior Solicitor is responsible for supervising the team of lawyers at the Pine Rivers Community Legal Service (PRCLS) to deliver quality legal services to clients in line with funding agreements.

Comply with professional legal and ethical obligations, organizational policies and procedures, professional indemnity insurance, funding agreements, service standards and risk management obligations.

## **MAIN DUTIES AND RESPONSIBILITIES**

To coordinate the delivery of operations of Encircles PRCLS team, including the provision of legal advice, information and ongoing legal support services to clients by staff and volunteer Solicitors. Supervise the PRCLS team, providing mentoring and supervision, building cooperation and a supportive culture in line with operational work plans.

To provide high quality generalist legal advice, information and services in line with operational plans and funding agreements.

Provide support to the PRCLS Manager/ Principal Solicitor, and act as nominated responsible person, managing the PRCLS wider team in the absence of the PRCLS Manager.

### **Duties:**

- Participate in the development of operational work plan for the PRCLS team and wider Encircle team.
- Provide mentoring and supervision to the PRCLS team including:
  - Review and finalize legal advice services, identifying and addressing any risks.
  - Review client files and hold regular file review meetings with staff Solicitors.
  - Induct, orient, train, and supervise new staff, volunteers, and law students.
  - Undertake Performance Management and Annual Performance Reviews for the PRCLS team.
  - Manage the volunteer and student programs, providing supervision and mentoring as required.
  - Foster teamwork and cooperative and collaborative behaviours.
- Manage reporting requirements including providing regular operational updates to Pine Rivers Legal Service Principal Solicitor/Manager on operational performance, employee management matters and complex cases.
- Provide high quality, accurate and comprehensive community law generalist consumer law advice from the service in Strathpine and at various outreach locations in the Moreton Bay region, as well as:
  - family law and domestic and family violence legal advice, information and associated legal tasks, and

- Mediation and family dispute resolution services as rostered (if accredited as a mediator/FDRP).
- Coordinate the evening walk-in services when rostered.
- Provide advice, assistance, referrals and information to clients presenting at the Domestic Violence Duty Lawyer Service and the Child Protection Duty Lawyer Service at Court, (if accredited as a Duty Lawyer for these services,) in accordance with the duty lawyer guidelines when rostered.
- Work as part of the larger team at Encircle and refer clients within Encircle and to other organizations and support services where appropriate.
- Actively participate in identified local and regional networks to ensure that the service works in partnership and collaboration to achieve better outcomes for clients.
- Participate in strategic planning and team building activities undertaken by the team and the organization.
- Undertake other duties as directed from time to time by the Principal Solicitor/Manager of PRCLS.

**Delegated Authorities:**

Nominated Responsible Person with delegated responsibilities in terms of the Risk Management Guide.

**KEY POSITION OUTCOMES**

- PRCLS operational plans are implemented in accordance with applicable plans, service agreement requirements and to the appropriate practice standards.
- Integrated service delivery across Encircle's services and programs.
- Accurate, reliable and professional legal advice provided
- Professional, collaborative and supportive culture

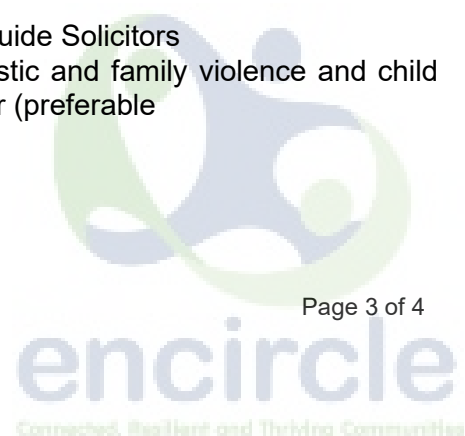
**POSITION REQUIREMENTS**

**Qualifications:**

- Law Degree and current unsupervised QLS Practicing Certificate (essential)
- National Mediation Accreditation (preferable)
- Family Dispute Resolution Practitioner Accreditation (preferable)
- Domestic and Family Violence Duty Lawyer Accreditation (preferable)
- Child Protection Duty Lawyer Accreditation (preferable)

**Capabilities:**

- Ability to provide practical, community law advice and information, undertake generalist legal tasks and assist self-representing clients.
- Ability to provide family law advice and document drafting.
- Working knowledge of CLASS data system or ability to acquire a working knowledge rapidly.
- Expertise, skills, and experience to supervise and guide Solicitors
- Ability to provide immediate legal advice on domestic and family violence and child protection law matters, as an accredited duty lawyer (preferable)



**Previous Experience:**

- Minimum of 5 years' experience as a generalist Solicitor
- Minimum of 12 months Supervisory experience

**Other:**

- Driver's License

**KEY SELECTION CRITERIA**

- Demonstrated high degree of generalist community law knowledge and skills with a minimum of 5 years' experience.
- Demonstrated ability to convey complex legal information in a manner appropriate to the client group.
- Demonstrated understanding of Social Justice principles and understanding of the needs, issues, and sensibilities of all people, including those from culturally and linguistically diverse backgrounds
- Demonstrated experiencing in a supervisory role, providing mentoring, leadership, developing strong relationships with key stakeholders and building professional, collaborative, and supportive team culture.
- Demonstrated capacity to work in and contribute to an effective small team.
- Ability to provide legal advice as an accredited domestic and family violence, and child protection duty lawyer. (preferable)

**Key Documents:**

- Encircle Policies and Procedures

Name of incumbent: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_