

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>SENIOR SOLICITOR</b>			<b>Version:</b>	2.0
<b>Position Reports to:</b>	Manager Pine Rivers Community Legal Service				
<b>Program:</b>	Pine Rivers Community Legal Service				
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)				
<b>Role Level:</b>	Team Leader	<b>Direct Reports:</b>	All Solicitors	<b>Classification Level:</b>	6
<b>Date reviewed:</b>	07/2025	<b>Reviewed by:</b>	PRCLS Mgr, HR, CEO	<b>Date next review:</b>	07/2027

### ORGANISATIONAL ENVIRONMENT

Encircle Community Services Ltd (Encircle) is the preferred Community Services provider in the City of Moreton Bay. We are a community-owned and operated organisation offering a range of support services and activities directly to families and individuals living in Moreton Bay and the greater North Brisbane area.

Since 1987, we have been 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 six sites including Kallangur, Lawnton, Redcliffe, Strathpine, Caboolture and Kedron. We have 80 staff and approximately 85 volunteers. Our programs and activities demonstrate a wide variety of integrated options for the 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 organisation to meet the changing needs of our communities.

### Pine Rivers Community Legal Service

The Pine Rivers Community Legal Service (PRCLS) is a community legal service which has provides 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.

PRCLS provides community legal services from the main location at Strathpine, Caboolture, Redcliffe, Deception Bay, and Kallangur Neighbourhood Centres. Community legal services are also provided at Bribie Island Neighbourhood Centre once a month and at the Family Relationship Centre in Strathpine once a week.

The PRCLS also provides the Domestic and Family Violence 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 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 and supporting the team of PRCLS lawyers 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 PRCLS team, including the provision of legal advice, information and ongoing legal support services to clients by staff and volunteer Solicitors. Supervise and support the PRCLS team, providing mentoring and supervision, building cooperation and a supportive culture in line with operational work plans.

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

Provide support to the PRCLS Manager, and act as nominated responsible person, managing the PRCLS 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 high quality, accurate, and comprehensive:
  - family law and domestic and family violence legal advice, information and associated legal tasks;
  - community law generalist consumer law advice; and
  - mediation and family dispute resolution services as rostered (if accredited as a mediator/FDRP).
- Provide mentoring and supervision to the PRCLS team including:
  - review and finalise 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; and
  - foster teamwork and cooperative and collaborative behaviours.
- Provide advice, assistance, referrals, and information to clients presenting at the Domestic Violence Duty Lawyer Service, (if accredited as a Duty Lawyer for this service) in accordance with the duty lawyer guidelines when rostered.
- Deliver reporting requirements including, regular updates on operational performance, employee management matters, and complex cases.
- Coordinate the evening walk-in services as and when rostered.
- Work as part of the larger team at Encircle and refer clients within Encircle and to other organisations 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.
- Develop, lead, and participate in strategic planning and team building activities undertaken by the team and the organisation.
- 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.
- As per the Encircle Schedule of Delegations.

**KEY POSITION OUTCOMES**

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

**POSITION REQUIREMENTS****Qualifications:**

- Law Degree and current unsupervised QLS Practicing Certificate (mandatory)
- At least 5 years' experience as a Solicitor
- Domestic and Family Violence Duty Lawyer Accreditation or willing to undertake training
- Qualified Mediator/Family Dispute Resolution Practitioner or willing to undertake training

**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.
- Expertise, skills, and experience to supervise and guide Solicitors.
- Ability to provide immediate legal advice on domestic and family violence, as an accredited duty lawyer.
- Working knowledge of client management data system or ability to acquire a working knowledge rapidly.

**Previous Experience:**

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

**Other:**

- Police Check
- Drivers License

## KEY SELECTION CRITERIA

- KSC 1:** Demonstrated experiencing in a supervisory role - providing leadership, developing strong relationships with key stakeholders, mentoring staff and volunteers, and building a professional, collaborative, and supportive team culture.
- KSC 2:** Demonstrated high degree of generalist community law knowledge and skills.
- KSC 3:** Accreditation as a domestic and family violence duty lawyer or ability to apply successfully for accreditation within a maximum of 3 months from date of employment.
- KSC 4:** Demonstrated ability to convey complex legal information in a manner appropriate to the client group.
- KSC 5:** Demonstrated leading, supervising and contributing to an effective small team.
- KSC 6:** Demonstrated understanding of Social Justice principles.
- KSC 7:** Demonstrated understanding of contemporary challenges, needs, issues and sensibilities of all people, including Aboriginal and Torres Strait Islander and those from culturally and linguistically diverse (CALD), LGBTIQA+ backgrounds and other vulnerable population groups and the application of Social Justice principles.

### Key Documents:

- Family Law Act 1975
- Child Protection Act 1999
- Domestic and Family Violence Protection Act 2012
- Human Rights Act 2019
- Encircle Policies and Procedures

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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