

POSITION DESCRIPTION

Solicitor – Aboriginal Support

JOB TITLE:	Solicitor – Aboriginal Support	STATUS:	<ul style="list-style-type: none">● Permanent● Full-time● 35 hours per week
REPORTS TO:	Principal Solicitor	UNIT:	Legal
		SCHADS CLASSIFICATION:	SCHADS Grade 6-7
		SALARY:	\$110,406 to \$124,399 experience
POSITIONS REPORTING TO ADMINISTRATION OFFICER		Paralegal	

ORGANISATIONAL CONTEXT:

The Tenants' Union of NSW Co-op Ltd (TU) is a Community Legal Centre specialising in housing law matters. The organisation supports the work of tenancy services with advice, training and resources; acts for individual tenants in public interest litigation; and promotes the interests of tenants with government and non-government organisations and in the media.

KEY PURPOSE:

The TU's strategic plan identifies four key elements of our work:

- We assist renters to assert their rights
- We work for systemic change
- We educate and advise
- We listen to and are accountable to renters.

The Solicitor works across all four elements in the context of the Aboriginal experience of renting and involves provision of advice, litigation, research, policy development and the delivery of training, primarily to the Aboriginal Tenants Advice and Advocacy Services in NSW.

KEY ACCOUNTABILITIES:

The main tasks and responsibilities of the Solicitor – Aboriginal Support include:

1. **Advice:** advise and provide material assistance to tenant advocates and solicitors working in other community organisations around NSW. Participate in the Tenants Union Advice Line.

POSITION DESCRIPTION

Solicitor – Aboriginal Support

2. **Litigation:** The Solicitor has conduct of litigation undertaken by the TU, for Aboriginal and Torres Strait Islander clients, under the supervision of the Principal Solicitor.

Litigation may be conducted in a variety of jurisdictions. The Solicitor will conduct all of the ordinary duties of a solicitor in litigation, and also act as an advocate as appropriate. Most matters arise at first instance in the NSW Civil and Administrative Tribunal and the TU will often act on appeal or judicial review arising out of Tribunal proceedings.

The practice concentrates on contract and housing law, however, the practice also undertakes matters of consumer, anti-discrimination, administrative, environmental and credit and debt law.

3. **Staff Supervision:** Supervise and support the Paralegal position assigned to this work.

Other tasks include:

4. **Training:** in conjunction with the Learning and Development Coordinator develop and deliver training and resources for tenant advocates.
5. **Legal information:** keep up to date with relevant legal and policy developments affecting the Aboriginal housing sector and disseminate information about those developments for the use of others who advocate for Aboriginal tenants.
6. **Policy and law reform:** In conjunction with the Policy Team undertake research and preparation of documents on housing law issues, present information and update relevant legal manuals and publications.
7. **Community liaison:** visit and consult Aboriginal tenant advice services around NSW and represent the TU at public forums and in meetings with Government and community organisations. The Solicitor may be required to travel for up to 8 weeks each year.
8. **TU administration:** assist in the general day-to-day administration of the centre, participating in fortnightly staff and case meetings during which decisions about allocating the TU's resources are made.
9. **Convene the Aboriginal Advisory Committee,** including reporting and assistance to the CEO in agenda-setting.

SELECTION CRITERIA:

Essential:

1. Hold or eligible to hold, a current NSW practicing certificate
2. Advocacy experience in courts or tribunals
3. Experience in negotiation within an advocacy setting
4. Ability to manage a high volume litigation and advice practice

POSITION DESCRIPTION

Solicitor – Aboriginal Support

5. Effective written and verbal communication skills (including cross-cultural communication)
6. Good knowledge of tenancy law, particularly the *Residential Tenancies Act 2010 (NSW)* and its operations within NSW
7. Commitment and ability to provide accessible legal services to Aboriginal clients, including cultural safety practices for non-Aboriginal workers
8. Ability to work independently and in a team

Desirable:

1. Experience working with and on behalf of Aboriginal and/or Torres Strait Islander people, particularly in relation to housing or welfare
2. Experience as an advocate in the NSW Civil and Administrative Tribunal
3. Experience in a community legal centre or relevant community organisation
4. Experience delivering peer education
5. Experience managing stakeholder relationships in formal and informal settings
6. Experience of supervision of staff or volunteers

Signed: _____ (Employee)

Date: ____/____/____

Signed: _____ (Employer)

Date: ____/____/____