

# Paralegal (Aboriginal Support)

<b>JOB TITLE:</b>	Paralegal (Aboriginal Support)	<b>STATUS:</b>	<ul style="list-style-type: none"> <li>● Permanent</li> <li>● 21hrs</li> </ul>
<b>REPORTS TO:</b>	Solicitor – (Aboriginal Support) and Principal Solicitor	<b>UNIT:</b>	Legal
<b>POSITIONS REPORTING TO:</b>	nil	<b>SCHADS</b>	Grade 5 per experience
		<b>CLASSIFICATION:</b>	
		<b>SALARY:</b>	\$55.38-\$57.88 per hour (pro rata equivalent \$101,055 to \$105,634)

**ORGANISATIONAL CONTEXT:**

The Tenants' Union of NSW Co-op Ltd 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 practice concentrates on contract and housing law, however, the practice also undertakes matters of consumer, anti-discrimination, administrative, environmental, local government and credit and debt law.

The Legal Centre runs public interest test cases and litigation with strategic benefit to tenants on issues of legal interest.

The Paralegal will primarily support the work of the Solicitor (Aboriginal Support) engaging with Aboriginal and Torres Strait Islander clients and communities.

Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational requirement for this role under s 14 of the Anti Discrimination Act 1977 (NSW). This position is intended as a special measure for the purposes of s 8(1) of the Racial Discrimination Act 1975 (Cth).

**Role of the Solicitor (Aboriginal Support).**

The Solicitor – Aboriginal Support has conduct of the legal practice that relates to Aboriginal and Torres Strait Islander clients. conducts litigation and provides advice,

assistance and guidance to tenant advocates in the Aboriginal Tenancy Advice and Advocacy Services (the Koori Network) as well as to solicitors and other caseworkers in community legal centres and organisations throughout New South Wales in the specialist areas of housing and residential tenancy law.

## **Role of the Paralegal**

The tasks and responsibilities of the Paralegal include:

### **1. LITIGATION and CASEWORK ADVICE SUPPORT**

**1.1 File Management:** The Paralegal is required to complete File Management procedures including opening and closing files, file review and archiving.

**1.2 Client (and Witness) Liaison:** The Paralegal is required to make contact with clients, organise client conferences as well as meet with and interview clients and witnesses.

**1.3 Support and liaison with Koori Network:** The Paralegal maintains strong relationships with the four Koori Services through regular calls, service visits and participation at the Koori Network meeting. If appropriate, the Paralegal also supports the Solicitor in understanding and knowledge of working with Aboriginal people and communities. The Aboriginal Paralegal assists in the coordination and convening of the Aboriginal Advisory Committee meetings within the TU.

**1.4 Legal Research:** The Paralegal is required to undertake legal research. This will include locating cases and other legal precedents, identifying resources for the legal library, producing case summaries, contributing to training materials and collating answers to frequently asked questions e.g. fact sheets.

**1.5 Drafting documents:** The Paralegal may be required to draft correspondence, costs agreements, client agreements, closing letters, pleadings and other processes, affidavits submissions and other documents that are filed in courts and tribunals. The Principal Solicitor or the Solicitor (Aboriginal Support) will settle these drafts before they are used.

**1.6 Filing and serving documents:** The Paralegal may be required to file documents in courts and tribunals and serve them on the other parties in litigation.

**1.7 Administrative support:** The Paralegal is required to provide the Solicitor with administrative support including (but not limited to) drafting reports, data entry, compiling a contact list, compiling resources, compiling a list of pro-bono assistance, photocopying, filing, taking notes and mail outs.

### **2. OTHER GENERAL TASKS:**

**2.1 TU administration:** The Paralegal is required to 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.

**2.2 Policy and Law Reform:** The Paralegal is required to participate in policy work and undertaking research and preparation of policy documents on housing law issues and updating relevant legal manuals.

**2.3 Tenants' Union Advice Line and other outreaches:** The Paralegal may be required to participate in service delivery of the Advice Line and other outreach services.

**2.4 Community liaison:** The Paralegal is required to participate in maintaining and extending links between the Legal Centre and other local community organisations and the public generally.

**SELECTION CRITERIA:**

**Essential:**

1. Strong legal research skills
2. Effective written and verbal communication skills
3. Familiarity with NSW legal practice and processes
4. Ability to create and maintain interpersonal relationships with colleagues and clients
5. Commitment to providing an accessible legal service to Aboriginal and Torres Strait Islander clients
6. Functional modern computer literacy
7. Commitment to social justice

**Desirable:**

1. Knowledge of Aboriginal housing providers
2. Knowledge of tenancy law particularly the *Residential Tenancies Act 2010 (NSW)*
3. Experience in a community legal centre or relevant community organisation