

<b>Position:</b>	<b>Solicitor, Federal Courts Self-Representation Service SA/NT</b>
<b>Hours:</b>	<b>3 days/week (22.8 hours)</b>
<b>Duration:</b>	<b>Fixed term to 30 June 2020 (with potential for renewal subject to funding)</b>
<b>Responsible to:</b>	<b>Senior Solicitor, Federal Courts Self-Representation Service Executive Director, JusticeNet SA</b>
<b>Salary:</b>	<b>\$55-60,000 (\$33,000-40,000 pro rata) + salary packaging + superannuation</b>

JusticeNet SA is an independent not-for-profit organisation that provides free legal assistance for low-income and disadvantaged clients. We also help charities and community organisations. For more information about us visit: [www.justicenet.org.au](http://www.justicenet.org.au)

## SUMMARY

To assist with the management of the Self-Representation Service at the Adelaide and Darwin Registries of the Federal Circuit Court and Federal Court by providing legal and administrative assistance to the Senior Solicitor.

## DUTIES AND RESPONSIBILITIES

The Solicitor's essential duties and responsibilities will include:

1. Act as the first point of call for potential clients referred to the Self-Representation Service and undertake the initial assessment of their eligibility for assistance.
2. Explain to clients and potential clients what assistance is provided by the Self-Representation Service and the guidelines for eligibility.
3. Assist clients to apply for assistance and to provide necessary documents.
4. Make appointments for clients with the Service solicitors and volunteer solicitors and liaise with volunteer solicitors as necessary to ensure conflict checks are undertaken and all documents and materials are sent to volunteers in a timely manner.
5. Open, maintain and close client files, and maintain the client database.
6. Provision of advice and assistance with discrete legal tasks to litigants-in-person in the relevant courts.
7. Refer cases with legal merit to JusticeNet Referral Service for referral to member firms and barristers where appropriate.
8. Refer clients to other agencies for assistance when legal remedies are not available or appropriate.
9. Develop and maintain knowledge on the processes and procedures of the Federal and Federal Circuit Court and State and District Court, and provide this information to clients and potential clients under the supervision of the Senior Solicitor.
10. Organise volunteer support, including liaising with partner law firms and preparing rosters for volunteer solicitors.
11. Assist the Senior Solicitor in liaising with partners including court staff, member law firms and any other organisations involved in assisting people with proceedings at the relevant Courts.
12. Develop and maintain legal and other resources for the Self-Representation Service under the supervision of the Senior Solicitor.
13. Conduct legal research as requested by the Senior Solicitor and volunteer solicitors.



14. Undertake general reception and administrative duties including day-to-day administration of the Service's office at the Federal Courts.
15. Assist the Senior Solicitor and Executive Director with the preparation of training, promotional, and law and policy reform materials.
16. Undertake other tasks as requested.

### **SKILLS, KNOWLEDGE, AND EXPERIENCE (SELECTION CRITERIA)**

To perform this role successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, skills and abilities required.

1. High level legal research and analysis skills.
2. High level oral and written communication skills.
3. Administrative and organisational skills.
4. Interest in issues confronted by litigants-in-person and compassion for people facing legal problems without representation.
5. Strong commitment to access to justice and particularly committed to overcoming systemic barriers and hurdles.
6. 1-2 years post qualification experience preferred.

### **MINIMUM QUALIFICATIONS**

Bachelor of Laws.

### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

The successful applicant is required to adhere to the following OH&S requirements:

- Working in a healthy and safe manner.
- Encouraging others to work in a healthy and safe manner.
- Discouraging others from working in an unsafe manner.
- Co-operating with, supporting and promoting occupational health and safety in the workplace.
- Reporting or rectifying all potential and actual workplace hazards, injuries, incidents and health concerns that come to your attention.

### **ENVIRONMENTAL IMPACT RESPONSIBILITY**

- Ensure the environmental impact JusticeNet has is minimised where possible and use JusticeNet resources effectively to achieve this.

### **EMPLOYEE BENEFITS**

- Professional development and training opportunities are available.
- As an FBT-exempt charity, JusticeNet offers generous salary packaging that increases your base salary (by making a part tax-free).
- As per the Superannuation Guarantee Act, JusticeNet contributes 9.5% of ordinary time earnings to a registered superannuation of the employee's choice.

### **KEY TERMS & CONDITIONS**

- All offers of employment by JusticeNet are subject to a three month probationary period.



- This position is funded until 30 June 2020. However, JusticeNet is seeking ongoing funding for the position.
- JusticeNet is an equal opportunity employer.

Please send your application addressing the six key selection criteria and nominating at least two referees, plus your academic transcript, to [admin@justicenet.org.au](mailto:admin@justicenet.org.au).

**Applications close Monday, 23 September 2019.**