

Position:	Solicitor
Hours:	Full-time (38 hours / week)
Duration:	Fixed term to 30 June 2020 (with potential for renewal subject to funding)
Responsible to:	Senior Solicitor (Federal Courts Self-Representation Service) and the Executive Director.
Salary:	\$55-60,000 + superannuation + access to generous tax-free salary packaging

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

SUMMARY

This role is primarily to assist with the delivery of JusticeNet's Federal Courts Self-Representation Service (3 days / week). The position will also provide 2 days / week legal and project support to the Executive Director and Referrals Solicitor to deliver Pro Bono Connect and our new Homeless Legal service.

DUTIES AND RESPONSIBILITIES

The Solicitor's essential duties and responsibilities will include:

1. Assist clients to apply for assistance and assess eligibility.
2. Make appointments for clients with the service solicitors and volunteer solicitors and open, maintain and close client files, and maintain the client database.
3. Provide legal advice and task assistance to clients.
4. Refer clients to other agencies for assistance when appropriate.
5. Assist the Senior Solicitor to liaise with court staff, law firms and other stakeholders.
6. Conduct legal research as requested by the Senior Solicitor and volunteer solicitors.
7. General administrative duties.
8. General legal and project support for Pro Bono Connect and Homeless Legal services including assessing applications for assistance, preparing correspondence and briefs, liaising with stakeholders and clients and assisting with drafting service documents and operational procedures.

SELECTION CRITERIA

1. High level legal research and analytical skills.
2. High level oral and written communication skills.
3. Excellent administrative, organisational and time management skills.
4. Empathy for litigants-in-person and others facing systemic barriers and disadvantage.
5. Admitted as a barrister and solicitor of the Supreme Court of South Australia (or eligible for admission).

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 for a fixed-term until 30 June 2020. However, there is the opportunity for renewal subject to funding.
- JusticeNet is an equal opportunity employer.

Email your application to Tim Graham, Executive Director at admin@justicenet.org.au. Your application must include:

- a letter addressing the selection criteria (2 pages maximum);
- CV / resume (inc two referees);
- academic transcript.

Applications close Monday 20 January 2020.