



Position No: PD10
Last Updated: June 2010

POSITION: Principal Solicitor

LOCATION: Cairns

MAIN GROUP: Legal

ORGANISATION VIEW: Queensland Indigenous Family Violence Legal Service (QIFVLS) is a community based family violence prevention legal service that offers legal, counselling and casework services to support Aboriginal and Torres Strait Islander victims/survivors of family violence or sexual assault, and services provided include:

- Legal advice, representation and court support
- Casework assistance and counselling
- Child protection support
- Early intervention and prevention
- Information and referral services
- Law reform and advocacy
- Community legal education
- Community engagement

ORGANISATIONAL RELATIONSHIP: Reports to:

- CEO
- Regional Team Coordinator

Supervises:

- Solicitors (all Centres)

AWARD CLASSIFICATION/LEVEL: Award exempt

CONDITIONS OF EMPLOYMENT: Commitment to QIFVLS policies, procedures, and other legislative requirements in relation to best practice, equal employment opportunities (EEO), anti-discrimination and Code of Conduct.

HOURS OF DUTY: 38 Hours Week

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES: The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and QIFVLS Workplace Health and Safety Policies and Procedures and shall comply with instructions given by their Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

PRIMARY OBJECTIVES OF THE POSITION: The Principal Solicitor is responsible for managing and leading the legal practice unit in the provision of quality legal advice, representation, and referral to Aboriginal and Torres Strait Islander clients on legal matters consistent with the Family Violence Prevention Legal Service (FVPLS) Operational Framework.

The main areas of legal service provision under this role are:

- Family violence restraining orders
- Assisting victims-survivors of family violence and sexual assault
- Child protection, including legal assistance to children and mandatory reporting requirements
- Victims compensation
- Family law including child support (where it relates to family violence)

The Principal Solicitor is required to provide a high level of leadership to all aspects of program delivery, as well as ensuring excellence in client services as well as professional relationships with other social justice stakeholders that include State and Federal government agencies.

KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

1. Achieving the aims of QIFVLS, including operating as an independent corporate entity at a capacity that adequately and appropriately provides for the needs of persons who have experienced domestic/family violence and sexual assault.
2. Leading and managing a team of Solicitors across communities while providing guidance on legal matters, as well as developing standard policies and procedures across the region.
3. Providing quality legal services to Aboriginal and Torres Strait Islander persons who are victims of family violence and sexual assault.
4. Participating in senior decision-making processes at staff and leadership meetings, with regard to policy formulation and planning for future directions of QIFVLS.
5. Assisting the Solicitors, Regional Team Coordinators and Client Support Officers to maintain and develop networks with community groups and individuals including women's shelters and groups, government departments, other community organisations and legal service providers.
6. Providing appropriate referrals for clients, in order to generate a holistic approach to the problems faced by victims of family violence.
7. Maintaining independent administrative practices required to perform the role including high level reports and documentation as well as maintaining own client files and statistics.

8. Assisting with the development of QIFVLS policies and procedures and adhering accordingly.
9. Developing, maintaining and delivering community legal education programs in conjunction with the Solicitors, Regional Team Coordinator, Client Support Officers and other members of the team.
10. Promoting QIFVLS as an authoritative commentator on social justice and legal policy issues as they relate to victims of family violence.
11. Directing and participating in law reform campaigns, submissions writing and other activities, as well as submissions and reports for continuing funding.

SELECTION CRITERIA:

Essential:

Qualifications

- Bachelor of Laws with Post Graduate qualifications desirable
- Unrestricted Practising Certificate in Law (Queensland)

Knowledge, Skills & Expertise

1. Demonstrated capacity and experience to lead and manage a team of Solicitors and Client Support staff, which has included professional supervision and staff development.
2. Established culturally appropriate skills and competency in conducting formal legal duties that includes:
 - Casework management (instruction, advice and referral)
 - Case negotiation
 - Initiating or defending court actions
 - Representing clients in courts and instructing Counsel
3. Demonstrated ability to identify and undertake test cases and other challenges to current laws and departmental procedures, as well as maintaining current knowledge of developments in the law to enable strategic responses to legal issues.
4. Commitment to continuing education in the legal field.
5. Demonstrated ability to liaise with community groups and individuals that:

- Promote the organisation's services
- Facilitate community input into appropriate service delivery
- Assist communities to develop strategies and solutions preventing domestic/family violence and sexual assault

PERFORMANCE INDICATORS:

It is expected the incumbent will:

1. Perform their duties in accordance with QIFVLS's administrative procedures, and in accordance with the requirements of the Queensland Law Society, in the delivery of a Family Violence Prevention Legal Service.
2. Engage in practices that will continue to develop their management and leadership skills.
3. Provide weekly operational statistics with respect to activities and community engagement.
4. Seek peer review and required authorisation of all materials produced for community activities.
5. Regularly seek feedback on performance of duties.
6. Consider and/or undertake regular debriefing regarding their work and subject matters.

We have reviewed and agree that this is an accurate Position Description as of date of signing.		
Employees Name: _____	Signature: _____	Date: _____
PRINT		
CEO Name: _____	Signature: _____	Date: _____
PRINT		