

**Redfern Legal Centre  
Job Description**

**Solicitor - Employment Law**

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| <b>Accountability<br/>Supervision</b> | Chief Executive Officer<br>Principal Solicitor  |
| <b>Last reviewed</b>                  | September 2017  |
| <b>Client/target group(s)</b>         | International students in NSW;<br>Residents living in the Sydney, former<br>Botany & former Leichhardt LGAs.                      |
| <b>Scope</b>                          | This document provides the<br>broad parameters of the position<br>and should be read in conjunction<br>with the Annual Work Plan. |

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**Preamble**

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to disadvantaged people in New South Wales, and to groups who advocate for them
- participating in activities which reduce inequalities and defects in laws, the legal system, and administrative and social practices that impact on disadvantaged people.

**Statement of Shared Philosophy and Values**

To achieve its purpose, Redfern Legal Centre:

- is committed to reducing social inequities and systemic barriers to people enforcing their rights
- works with clients so they can assert their rights
- focuses on preventative measures
- seeks new and better ways of providing legal services to its clients
- is flexible in its service so that it remains responsive to changing community needs
- involves the community in its service operation and development
- strives to be non-discriminatory in its service delivery
- advocates for the public interest through issues which affect the wider community or significant sections of the community
- maintains its political independence
- uses its resources efficiently and effectively
- seeks excellence in its operation and accountability to its community and funders

### **Common staff responsibilities**

RLC believes that all members of staff should contribute to the administration and development of the organisation. Along with all other staff, the worker will be required to:

- Supervise the front office, including the following:
  - supervision and training of volunteers
  - provision of emergency telephone advice
  - advice and assistance to Centre clients
  - assessment of client intake
  - review of files
- work one evening per week;
- undertake the carriage and conduct of the work of other staff during periods of leave;
- provide regular reports to management and staff meetings;
- assist with the general day to day administration of the Centre as required;
- attend and participate in staff meetings, policy and staff days;
- assist in the preparation of submissions and reports to funding bodies, as required, including the maintenance of statistics;
- liaise and network with other professionals in the area;
- carry out such other duties as may be reasonably required by the Management of Redfern Legal Centre.

### **Specific position duties**

The primary responsibility of this worker is to provide advice, casework, education and law reform work in employment law to local residents and to international students across NSW. The worker is also required to run a university student clinic in employment law.

### **Advice/Casework**

- Conduct file, advice and referral work in the areas of employment law, including the preparation of applications and appearances in Commissions, Courts and Tribunals.
- Supervise the weekly employment evening advice session and check advice given by volunteer lawyers.
- Manage pro bono schemes (such as the unfair dismissal & general protections scheme with Clayton Utz), including administration of the scheme, training and supervision of the pro bono solicitors.

### **Community Legal Education and Community Development**

- prepare publications and conduct training for community workers and other support workers such as university and college support officers.
- represent the centre in meetings and other activities of community or government organisations as required.
- provide training to client/target group(s) with an emphasis upon areas of frequent inquiry, perceived need and recent innovation, as required.
- prepare and present education material for centre staff and community organisations in this area as required.
- liaise with and resource media outlets in relation to employment and discrimination issues, as required

### **Centre publicity**

- participate in promotional activities of the Centre's services in areas of expertise, as negotiated

#### **Law, Policy & Administrative Reform**

- identify policy and reform issues arising from casework and ensure these issues are considered in Centre planning and (where possible) government policy development.
- develop and undertake test cases in the area of employment law in accordance with priorities identified through Centre planning, as appropriate.
- prepare law reform and policy submissions to government and other bodies as required.
- represent the Centre in its dealings with community, government, professional and media organisations in relation to reform issues, as required.

#### **Student Clinic Supervision**

- Run a weekly student clinic in employment law which provides students with experience in how the law works in practice especially for vulnerable people.

#### **Review of Job Description**

This job description shall not be varied without first being discussed with the worker. The worker may request of management and shall be granted a review of their job description at any time.