

**Redfern Legal Centre  
Job Description**

**Solicitor – General Practice and Discrimination Law**

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<b>Accountability Supervision</b>	Chief Executive Officer Principal Solicitor
<b>Last reviewed</b>	September 2017
<b>Client/target group(s)</b>	Residents living in the Sydney, former Botany & former Leichhardt LGAs.
<b>Scope</b>	This document provides the broad parameters of the position and should be read in conjunction 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 generalist legal services and casework to vulnerable clients with a particular focus on discrimination law. The worker is also to conduct community legal education and policy work in the area of discrimination law.

### **Advice/Casework**

- Conduct advice and casework in the areas of law that affect vulnerable people, with a focus on discrimination law, including the preparation of complaints, representing clients in conciliations and acting for clients in courts and tribunals.
- Supervise day time appointments for discrimination law and for vulnerable people in a range of areas of law.

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

- prepare publications and conduct training for community workers.
- represent the centre in meetings and other activities of community or government organisations 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 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 discrimination 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.

**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.