

Redfern Legal Centre Job Description

Solicitor - Employment Rights Legal Service

Employment Rights Legal Service Solicitor

The Employment Rights Legal Service (ERLS) is an innovative collaboration between Redfern Legal Centre, Inner City Legal Centre, and Kingsford Legal Centre to address the employment exploitation of migrant workers. The state-wide legal service provides legal assistance to marginalised workers and in particular migrant workers and international students. ERLS engages in law reform and policy work to effect systemic change and community legal education to build capacity for communities and marginalised workers.

Redfern Legal Centre

- 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.

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
- 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

All staff contribute to the administration and development of Redfern Legal Centre, and may be required to:

- Supervise the front office, including:
 - supervision and training of volunteers
 - provision of emergency telephone advice
 - advice and assistance to Centre clients

- assessment of client intake
- review of files
- 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 with evening advice clinics;
- 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.

Employment Rights Legal Service Solicitor

The ERLS Solicitor is supervised by and reports to the Principal Solicitor. The Solicitor works with the project coordinator, also based at Redfern Legal Centre, as well as with Inner City Legal Centre and Kingsford Legal Centre solicitors.

The ERLS solicitor undertakes advice, casework, education and law reform in employment law to clients experiencing disadvantage across NSW, with a particular focus on migrants and international students. This includes work around unfair dismissal, unpaid wages and discrimination claims. The solicitor also delivers capacity building legal education workshops to a range of community and legal organisations.

Advice/Casework

- Conduct advice and referral work in the areas of employment law, including the preparation of applications and appearances in Commissions, Courts and Tribunals.
- Assist in coordinating and supervising the employment advice practice delivered by volunteer and pro bono solicitors, including induction and training and checking advice given by volunteer lawyers.

Community Legal Education and Community Development

- Prepare fact sheets and conduct training for community workers, community legal centres and employment lawyers throughout NSW.
- Represent the centre in meetings and other activities of community or government organisations.
- Provide training to client/target group(s).
- Liaise with and resource media outlets in relation to employment issues.

Centre publicity

- Participate in promotional activities of the Centre's services in areas of expertise.

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.
- Prepare law reform and policy submissions to government and other bodies.
- Represent the Centre in its dealings with community, government, professional and media organisations in relation to reform issues.

Key Selection Criteria: Knowledge, skills and experience

1. Qualified to practice as a solicitor in NSW and holds or is eligible to hold a current practicing certificate and at least 2 years post-admission experience in employment law.
2. Demonstrated ability to take initiative, accept responsibility, and work with limited supervision providing advice and conducting casework on a range of employment issues.
3. Demonstrated ability to communicate and negotiate effectively with clients, employers and relevant government and community organisations.
4. Demonstrated ability to work with disadvantaged clients, particularly people from non-English speaking backgrounds.
5. Commitment to the objectives of Community Legal Centres.
6. Demonstrated ability to conduct community legal education, policy and law reform work including identifying systemic issues and drafting policy and law reform submissions.

Desirable

7. Experience conducting test cases, community legal education, media and/or campaigns and activities aimed at achieving law reform.

Conditions

Salary and benefits: \$98,353.59 - \$116,734.40 p.a. (pro rata for part time) depending on qualifications and experience.

Superannuation and annual leave loading is paid in addition to this and salary packaging* is available.

In addition to being a flexible workplace, Redfern Legal Centre offers a 35 hour working week, time in lieu options and a paid Christmas closure of 2 weeks (including public holidays) on top of 4 weeks annual leave.

** As a Public Benevolent Institution, Redfern Legal Centre is able to offer staff generous salary packaging options. The tax savings for a staff member choosing to take full advantage of the salary packaging option mean that their take home salary may be increased by up to \$6,000 per annum.*

Application

Applications close: 9am Monday 7 February 2023

Your application should be no more than six pages long and should include a cover letter, your resume and must include responses to the selection criteria included in the job description. Please send your application to recruitment@rlc.org.au.

Inquiries should be directed to Alexis Goodstone - alexis@rlc.org.au