



**Redfern  
Legal  
Centre**

**Position Description**  
**Senior Solicitor – Employment Law**

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**Sydney based**  
**Permanent, full time with part time considered**  
**Supervision: Principal Solicitor**

## **1. Redfern Legal Centre**

Redfern Legal Centre is a non-profit community legal centre that promotes social justice and creates change. We provide free legal advice, legal services and education to people experiencing disadvantage in New South Wales. We drive innovation and change through policy and law reform work to address inequalities in the legal system, policies and social practices that cause disadvantage.

We provide effective and integrated free legal services that are client focussed, collaborative, non-discriminatory and responsive to changing community needs - to our local community as well as state-wide. Our specialist legal services focus on tenancy, credit, debt and consumer law, financial abuse, employment law, international students, First Nations justice, police accountability, and provide outreach services including through our health justice partnership.

Redfern Legal Centre's employment practice provides free legal advice and assistance to employees across NSW, in all areas of employment law and in particular on the issue of sexual harassment and bullying. We also provide employment law assistance as part of the Employment Rights Legal Service (ERLS).

## **Employment Rights Legal Service**

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.

## **2. Position Overview**

The Senior Employment Law Solicitor manages the employment practice, including supervision of another solicitor, contributes to coordination of the ERLS Project and provides advice, casework, education and law reform activities in employment law to local residents and to migrant workers, international students and people experiencing disadvantage across NSW. The role involves

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significant stakeholder relationships and driving innovative advocacy and policy strategies and litigation to achieve change.

### **3. Position Responsibilities**

- Conduct, review and supervise advice and casework in employment and discrimination law (in the workplace), including the preparation of applications and appearances in Commissions, Courts and Tribunals.
- Supervise an employed solicitor conducting advice and casework, community legal education and policy and advocacy work.
- Supervise solicitor volunteers who provide advice to clients in employment law, including liaising with pro bono firms, providing induction and training and signing off on legal advices.
- Prepare publications such as fact sheets and website material to assist clients to understand their rights in employment law.
- Conduct training on employment law for community workers, support workers and client/target group(s).
- Identify and drive systemic policy and law reform work to achieve change.
- Develop and undertake test cases in employment law.
- Work collaboratively with and coordinate solicitors from other legal centres on joint projects and initiatives.
- Contribute to Redfern Legal Centre through attendance at staff meetings, contribution to board and funding reports, assistance with intake including intake supervision shifts, and contribution to the effective implementation of our Reconciliation Action Plan.

### **4. Knowledge, skills and experience**

#### **Essential**

1. Qualified to practice as a solicitor in NSW, holds or is eligible to hold a current practicing certificate and at least 4 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. Capacity to supervise a junior employment solicitor.
4. Demonstrated ability to conduct community legal education, policy and law reform work including identifying systemic issues and drafting policy and law reform submissions.

5. Demonstrated ability to communicate and negotiate effectively with clients, employers and relevant government and community organisations.
6. Demonstrated ability to work with disadvantaged and vulnerable clients, particularly people from non-English speaking backgrounds.
7. Commitment to the objectives of Community Legal Centres.

## **5. Conditions**

Salary and benefits: \$117,916 – \$133,631 p.a. (pro rata for part time) depending on qualifications and experience.

Superannuation and annual leave loading are 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 end of year closure of two weeks (including public holidays) on top of four weeks annual leave.

## **6. Applications**

Redfern Legal Centre is a diverse and inclusive workplace. We strongly encourage applications from First Nations applicants, people from diverse cultural backgrounds and people with disability.

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](mailto:recruitment@rlc.org.au).

Inquiries should be directed to Alexis Goodstone on [Alexis@rlc.org.au](mailto:Alexis@rlc.org.au).