

# Position Description

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<b>Position:</b>	<b>Senior Solicitor</b>
<b>Reports To:</b>	<b>Principal Solicitor</b>
<b>Award Pay Level:</b>	Level 7 under the Social, Community, Home Care and Disability Services Industry Award 2010
<b>Location:</b>	Footscray VIC (Flexible work arrangements available; onsite work required)
<b>Date update:</b>	June 2024

## Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

## About the Portfolio and Department

The ASRC Community Portfolio works to ensure safety, freedom, justice and pathways to successful settlement for people seeking asylum through our frontline humanitarian and resilience services, while our advocacy for systemic change and refugee-led solutions unlocks political and social transformation. Our platform for change and our credibility in advocacy is ensured by integration with our frontline services, which provide the evidence base for transformational change, delivered for (and with) people seeking asylum.

The Humanitarian Operations and Resilience Department delivers the services that stabilise the circumstances of at-risk people seeking asylum, so they can continue to engage constructively with their visa determination process and ensure their best possible chance of a pathway to successful settlement. The Department prioritises those who face the greatest barriers to accessing their human rights during this process. The Department leverages the ASRC's unique strengths, expertise and position within the movement to provide Community Legal Centre (HRLP), a specialised health clinic, food security, homelessness, aid and vocational pathways services.

## Position Purpose

The Senior Solicitor is responsible for managing a team of Associate Solicitors, Solicitors and Volunteers and forms part of the Human Rights Law Program (HRLP) Management Team. The Senior Solicitor works with the management team to deliver an Access to Justice legal service, Law Reform and Strategic Litigation activities, stakeholder engagement, media and advocacy activities and has oversight of an allocated budget and resources.

Working with the Principal Solicitor to provide leadership to the team including through supporting implementation of the vision and the overall management of the Program and deputising as the 'Responsible Person' (under the accreditation requirements of the National Association of Community Legal Centres Risk Management framework) where necessary.

## Key Accountabilities

- Working with the Principal Solicitor to make case intake and case allocation decisions in alignment with the Program's eligibility criteria and service capacity.
- Supervising and mentoring a small team of solicitors as a Nominated Person (under the Risk Management framework), including their 'access to justice' roles, legal casework and 'systemic change' activities ensuring compliance with professional obligations and internal policies and procedures.
- Supervising access to justice services including clinics, triage and duty service and other persons assisting the Program including volunteers and Practical Legal Training students.
- Delivering high-quality representation in complex legal matters at all stages of the refugee determination process, including protection visa cancellation and judicial review matters as well as assistance to people in immigration detention.
- Leading and participating in systemic change work of the program such as strategic litigation, advocacy and policy development, strengthening of pro bono models of support, legal research and community legal empowerment and education.
- Representing the program in external and internal meeting forums where needed.
- Contributing to the tracking of Program progress against the Program Logic and monitoring and evaluation frameworks.
- Providing and participating in internal training for lawyers and volunteers including for clinics and in 'complex case' forums for lawyers ensuring the team is equipped with the learning and information needed to undertake their work advising and representing clients.
- Contributing to ASRC strategic initiatives, planning and projects as required.

- Working collaboratively with ASRC programs to ensure holistic support and develop strategies to ensure the client experience is as seamless, efficient and effective as possible.
- Other duties within the scope of practice as is necessary to meet program and organisational goals.

**All ASRC Leaders will:**

- Actively role modelling and leading the improvements to occupational health and safety standards to ensure the ASRC workforce feel safe and supported at work.
- Centering the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Driving and embedding the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.

**Role Requirements****Essential Skills, Experience & Qualifications**

- Solicitor with current legal practising certificate and migration agent registration (or eligible to obtain registration)
- Demonstrated extensive post admission experience (four years plus)
- Experience in management and supervisory roles
- Excellent analytical and writing skills
- Proven time management skills and demonstrated ability to prioritise tasks and resources
- Ability to work as an effective member and leader of a team of other solicitors, students and/or volunteers
- Demonstrated competence in advocacy before administrative decision makers and/or courts
- Cultural competency with the ability to work effectively with people from diverse backgrounds.
- Experience in working in a Community Legal Centre environment with knowledge of the NACLC risk management guidelines and audit procedures.

**Desirable:**

- Knowledge of the policy context of practice in migration and refugee law, and the barriers faced by people seeking asylum in Australia
- Lived experience of seeking asylum

**Policy and screening requirements**

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

I have read and understood and agree to perform the responsibilities outlined in this position description.
Name:
Date: