

# Position Description

<b>Position:</b>	<b>Associate Solicitor</b>
<b>Reports To:</b>	Senior Solicitor
<b>Award Pay Level:</b>	Level 6 under the Social, Community, Home Care and Disability Services Award 2010
<b>Location:</b>	Based at Footscray VIC  (minimum 3 days onsite. Travel to other ASRC sites required, as necessary)
<b>Date Update:</b>	January 2025

## Organisational context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. We are an independent not-for-profit organisation whose programs support and empower people seeking asylum to maximise their own physical, mental and social well being through a range of direct services as well as participating in law reform, campaigning and lobbying.

## 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 Human Rights Law Program (HRLP) is the ASRC's accredited community legal centre and provides free, expert legal advice and representation to people seeking asylum at all stages of the refugee determination process. Our solicitors deliver our legal advice and services including casework, telephone advice, community legal education and information program, and law and policy reform program.

Associate Solicitors enhance the impact and efficiency of the HRLP by leveraging their expertise and experience to build the capacity and capability of the teams and the service delivered. Working with the HRLP Management Team, Associate Solicitors coordinate the Access to Justice legal clients (currently Triage, Generalist Clinic, Gender Clinic, Duty, Community Legal Education & Knowledge Management, and Partnerships) ensuring team members have the support and coaching to provide an effective and trusted Access to Justice service to people seeking asylum.

## Key Accountabilities

- Delivering high-quality representation in legal matters at all stages of the refugee determination process, including protection visa cancellation and judicial review matters as well as Ministerial requests.
- Caseload management including: Reviewing client files and taking instructions, including using interpreters, and maintaining legal files and records to a high standard.
- Providing timely advice and representing clients across all stages of the asylum process, including merits review and judicial review.
- Representing the program in external and internal meeting forums where needed.
- Full and limited assistance with file management, ensuring files are managed in accordance with program policies and procedures
- Assisting with the supervision of volunteers including legal triage services, in-house duty lawyer services, evening advice and limited assistance clinic, gender clinic, another clinic which may be added as needed to address either thematic or geographic critical unmet needs
- Ensuring compliance with all legal and professional obligations
- 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.
- Coordinating with the Principal Solicitor and Senior Solicitors the strategy, advocacy and policy relevant to the Associate's allocated Access to Justice area.
- Providing support, supervision and management of solicitors and paid and volunteer paralegals, including reviewing substantive written work, and ensuring all deadlines are met.
- Representing the program in external and internal meeting forums where needed.

supporting/supervising the work of law firm lawyers where relevant.

- Other duties within the scope of practice as is necessary to meet program and organisational goals.

### **Mandatory inclusions for Management roles:**

- 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**

Candidates will be considered for the position that best aligns with their level of experience in migration law and supervision experience.

### **Essential Skills, Experience & Qualifications:**

- Solicitor with current unrestricted legal practising certificate
- Minimum of two years experience in Australian refugee law legal practice
- Exceptional time management skills and demonstrated ability to prioritise competing demands and limited resources
- Ability to train, develop and supervise students and/or volunteers
- Demonstrated competence in advocacy before administrative decision-makers and courts
- Willingness to undertake work offsite in places such as immigration detention centres
- Experience in working with people from culturally and linguistically diverse backgrounds
- Commitment to team-building and supporting colleagues
- Knowledge of the policy context of practice with asylum seekers' visa categories/conditions, and the barriers faced by people seeking asylum in Australia
- Demonstrated experience in conducting training/information sessions
- Demonstrated experience in managing external stakeholder relationships

### **Desirable:**

- Lived experience of seeking asylum
- Experience working within a community legal centre
- Experience managing litigation matters

## 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: