

Position Description

Position:	Associate Solicitor
Reports To:	Senior Solicitor
Classification Level:	Level 6 under the Social, Community, Home Care and Disability Services Award 2010
Location:	Footscray VIC (Travel to other ASRC sites required) (Flexible work arrangements available)
Date Update:	June 2026

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 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.
- Liaising with relevant law firms participating on a pro bono basis in the project and 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.

All ASRC People Will:

- Actively contributing to and upholding 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
- Demonstrate the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.

Key Selection Criteria

Essential Skills, Experience

- Minimum of two years of experience in Australian refugee law legal practice
- Exceptional time management skills and demonstrated ability to prioritise competing demands and limited resources
- Demonstrated 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

Qualifications and Licenses

- Solicitor with current unrestricted legal practising certificate (or eligible to apply for one)

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: