

Position Description

Position:	Principal Solicitor
Reports To:	Deputy CEO
Classification Level:	Level 7 (Above Award Remuneration) Social, Community, Home Care and Disability Services Award 2010
Location:	Based at Footscray Flexible work arrangements including the ability to work from home, travel to other ASRC sites required
Date Update:	August 2026

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 Department

The Human Rights Law Program (HRLP) is the ASRC's accredited Community Legal Centre, committed to centering client dignity, and trauma-informed practice and achieving legal excellence. It offers a unique and specialist service prioritising legal assistance for refugees and people seeking asylum who face the greatest barriers to accessing their human rights, including people fleeing persecution on the basis of their gender and sexuality and people in detention.

The HRLP works alongside the Humanitarian Operations and Resilience Department, which 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 HRLP also works closely with the Systemic Change team who are responsible for law and policy reform.

Position Purpose

The Principal Solicitor is responsible for managing the Human Rights Law Program including delivering on ASRC's strategic goals, managing the strategic direction of the program, managing the workforce and positively engaging in our community and the sector.

The role has the overall responsibility for the strategic direction of the legal practice and legal services, law reform and strategic litigation and community legal education. The Principal Solicitor is responsible for ensuring compliance with professional and ethical standards, and managing risk within the practice.

The Principal Solicitor plays a key role in the organisation reporting directly to the Deputy CEO and will sit on the Board Risk subcommittee. The ASRC's strategic plan includes areas of key focus for the HRLP and Principal Solicitor.

Key Accountabilities

- Provide strategic, professional and organisational leadership for the HRLP, ensuring that its priorities, services, resources and activities are aligned with the ASRC Strategic Plan, organisational objectives and commitment to access to justice.
- In conjunction with the Deputy CEO, set and drive the strategic direction of the HRLP, identifying emerging legal, policy, service delivery and organisational priorities and translating these into clear plans, priorities and measurable outcomes.
- Leadership, development and maintenance of a high performing, engaged, resilient and inclusive team including direct supervision of the Deputy and Senior Solicitors and the Legal Practice Manager.
- Provide professional oversight of the legal practice, ensuring that appropriate systems are in place for effective legal supervision, appropriate resource allocation and effective service delivery to achieve the best possible outcomes for clients and the delivery of strategic goals of the ASRC and HRLP.
- As the Responsible Person, ensuring the HRLP complies with all legal and professional obligations set out in the NACLC Risk Management Guide and relevant laws and overseeing NACLC and CLC accreditation, insurance, delegations and audit requirements.
- Ensure the HRLP operates in accordance with all relevant risk, governance, legal, professional and ethical obligations, Community Legal Centre requirements, accreditation standards, ASRC policies and applicable regulatory frameworks.
- Oversee the HRLP's legal practice governance and risk management
- Hold responsibility for Legal risk governance, and participate in the Board Risk subcommittee to manage enterprise risk.
- Legal representation of HRLP clients in select complex and/or sensitive matters, and other legal service delivery as appropriate.
- Manage and develop relationships with all key HRLP stakeholders including representing the ASRC as a high-level liaison with the Department of Home Affairs, corporate partners, tribunals and courts, and facilitating sector

collaboration.

- Work closely with Systemic Change to contribute to law reform, written policy submissions, media and inquiries as required.

All ASRC People Will:

- Understand and follow their responsibility to always act in a manner that supports the safety, health and wellbeing of themselves and others in the workplace.
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Demonstrate the ASRC values of Collaboration, Welcome, Courage and Authenticity and demonstrate behaviours that contribute to a culturally safe, inclusive and respectful workplace.
- Commit to the safety and wellbeing of all children and young people and upholds this commitment in their interactions and practice. Adhering to the Victorian Child Safety Standards.

Key Selection Criteria

Essential Skills, Experience & Qualifications

- Significant post-admission experience, with sound technical experience in refugee law and practice, including current Australian Legal Practising Certificate.
- Strong experience leading, developing and retaining diverse teams, including volunteers, and building a culture of collaboration, accountability, inclusion and high performance.
- Significant senior leadership experience in a legal practice, Community Legal Centre, not-for-profit, public sector, private practice or other purpose-driven organisation including program design and delivery.
- Demonstrated experience managing the governance requirements of a legal practice, including professional standards, legal ethics, supervision, delegations, complaints, conflicts of interest, insurance, accreditation and regulatory compliance.
- Exceptional communication, leadership and interpersonal skills with the ability to build key internal and external stakeholder relationship
- Experience managing budgets, evaluating impact, reporting on performance, and implementing continuous improvement.
- Demonstrated excellence in legal representation, including in advocacy before administrative decision makers and/or courts.
- Demonstrated ability to manage strategic change, risk and budget requirement and operational demands in a complex and diverse workforce.
- Demonstrated cultural competence and the ability to lead and work effectively with people from diverse backgrounds, experiences and perspectives.
- Knowledge of the policy context of practice with migration visa categories/conditions, and the barriers faced by people seeking asylum in Australia.

Desirable:

- Lived experience of seeking asylum
- Experience working within a Community Legal Centre, legal assistance organisation, not-for-profit or other public interest legal environment.
- Knowledge of NACLC/CLC accreditation, risk management and quality assurance frameworks.
- Experience working with volunteers and developing effective volunteer leadership and engagement models.
- Experience in refugee, migration, human rights, administrative, social justice or other relevant public interest law.
- Experience working with people seeking asylum or other communities experiencing significant barriers to justice.
- Experience developing strategic partnerships with government, pro bono firms, universities, philanthropic organisations, professional bodies or community organisations.

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: