



## Position Description

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# Managing Solicitor Homeless Persons' Legal Service

### 1. PIAC and HPLS

The Public Interest Advocacy Centre (PIAC) is a community legal centre that works for social justice by driving changes to laws, policies and practices that cause or entrench disadvantage.

The Homeless Persons' Legal Service (HPLS) provides people who are homeless or at risk of homelessness with legal assistance, advice and representation, to protect their human rights and progress our vision of a community where everyone has a safe and secure home.

HPLS operates free legal outreach clinics at host agencies that provide services to people who are experiencing homelessness in inner-Sydney, Western Sydney and the Hunter region. These clinics are primarily staffed by solicitors from private law firms acting pro bono, with supervision and support from the HPLS in-house team.

The HPLS consumer advisory committee, StreetCare, empowers people with lived experience of homelessness to initiate, inform and influence positive change. The group also helps drive our policy priorities.

Informed by our casework and consumer feedback, HPLS addresses causes of homelessness through strategic engagement and policy advocacy with government and service providers.

### 2. Position overview

The HPLS Managing Solicitor leads PIAC's response to homelessness and reports to the Chief Executive Officer.

The Managing Solicitor is responsible for the daily operations of HPLS, including PIAC's in-house legal team, relationships with partner firms and host agencies and the effective delivery of legal services at HPLS outreach clinics.

PIAC's Principal Solicitor retains overall responsibility for PIAC's legal practice, including HPLS. Accordingly, the HPLS Managing Solicitor works closely with the Principal Solicitor, with their support and under their supervision for all legal practice issues.

The Managing Solicitor also engages actively in the work of StreetCare and leads PIAC's policy and law reform response to current and emerging issues relating to homelessness.

### **3. Major accountabilities**

- Maintaining high professional standards across the HPLS legal practice, working closely with the Principal Solicitor, including by ensuring:
  - compliance with HPLS procedures and the PIAC Practice Manual;
  - accurate record keeping and data collection for reporting and monitoring;
  - effective risk management, including through regular file reviews.
- Manage the HPLS in-house team, including regular performance reviews, team meetings and strategic planning: currently comprising a Senior Solicitor, Senior Solicitor Advocate (providing criminal law services), HPLS Administrator, Project Officer – Homelessness, professional secondees and student placements.
- Ensure the effective and efficient operation of HPLS clinics, with the support of the HPLS Senior Solicitor, including by:
  - Managing and developing relationships with host agencies, pro bono partner firms, and key stakeholders in the legal sector;
  - Overseeing all information and advice provided at clinics;
  - Providing advice and support to pro bono solicitors;
  - Maintaining and updating the HPLS wiki, a database of legal and non-legal resources for HPLS lawyers;
  - Managing work health and safety across all HPLS locations, and maintaining risk registers for HPLS clinics;
  - Overseeing the delivery of a high-quality training program for HPLS lawyers.
- Ensure the successful functioning of StreetCare, with the support of the Project Officer – Homelessness, including by managing relationships with the Department of Community and Justice and stakeholders in the homelessness and social services sectors.
- Identify systemic issues arising out of the legal practice and consumer feedback, including current and emerging issues relating to homelessness.
- Develop strategies to respond to systemic issues, consistent with PIAC's theory of change, including by working with PIAC's policy staff and StreetCare to prepare submissions, reports and articles to influence decision makers and inform the community.
- Represent PIAC and HPLS at meetings, conferences, inquiries and in the media.
- Identify and pursue strategies for securing and maintaining funding for HPLS, including StreetCare.
- Provide high-quality reports to the PIAC Board and funding bodies.
- Contribute to the management and leadership of PIAC, including through participation in staff and management meetings and strategic planning.
- Other duties as reasonably required.

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

#### **Essential**

- Eligible for an unrestricted practising certificate in NSW.
- At least five years' post-admission legal practice experience relevant to HPLS' legal practice.

- Ability to manage a busy legal practice, including a strong understanding of professional and ethical obligations and risk management.
- Ability to lead a diverse team of legal and non-legal staff and volunteers.
- Capacity to proactively manage risk, including work health and safety risks.
- Well-developed interpersonal skills and a demonstrated ability to develop relationships and build rapport with clients and stakeholders.
- High-level writing skills for the drafting of legal documents, submissions to government inquiries, and to prepare reports and other publications.
- Demonstrated understanding of issues facing people experiencing homelessness.

#### **Desirable**

- Demonstrated understanding of legislative and law reform processes and experience in research and public policy development.
- Experience working with people who have experienced homelessness.
- Experience working in the community sector.

### **5. Salary**

The salary for the position will be negotiated with the successful candidate in line with PIAC's Enterprise Agreement and depending upon experience.

PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

### **6. Applications**

Your application should be no longer than 5 pages in total. An application should comprise:

- A cover letter;
- Your CV; and
- A succinct statement outlining your suitability for the role addressing the knowledge skills and experience required for the position.

Applications may be sent either by email to [jobs@piac.asn.au](mailto:jobs@piac.asn.au) or to:

The Selection Panel  
Public Interest Advocacy Centre  
Level 5, 175 Liverpool Street  
Sydney NSW 2000

Inquiries about the position should be addressed to:

Annie Barker  
Executive Assistant  
[abarker@piac.asn.au](mailto:abarker@piac.asn.au)

**Please note there is no application close date and we invite you to apply as soon as possible.**