



Position Description

Paralegal, Criminal Law Practice Homeless Persons' Legal Service

This position is for a fixed term of 12 months, part time (.6FTE).

1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes.

Our priorities include reducing homelessness; First Nations justice; climate change and social justice; equality and non-discrimination; asylum seeker health rights; and the fair use of police powers.

2. Position overview

Reporting to the Managing Solicitor, Homeless Persons' Legal Service (HPLS), the Paralegal supports the work of the Criminal Solicitor Advocate as well as assisting with administration for the HPLS team more generally.

HPLS is PIAC's largest project, providing free legal assistance for people experiencing homelessness at outreach clinics in Sydney and the Hunter region. We also provide a specialist criminal law service in Sydney, with a particular focus on diverting clients with mental health conditions from the criminal justice system. The criminal law practice is a busy one that seeks to provide a responsive and individualised service.

3. Major accountabilities

For the HPLS criminal practice:

- Manage files including opening, updating, filing, closing and archiving files/client records (both hardcopy and electronic) as required
- Process files post-court, including drafting outcome letters and diarising dates
- Liaise with clients, including making bookings for appointments with clients in custody
- Liaise with stakeholders eg. Police, Corrections, Courts to seek information

- Provide administrative assistance including photocopying, document preparation, diary management

As part of the HPLS team:

- Respond to HPLS phone and email enquiries from clients, volunteers and the general public
- Assist with PIAC reception cover as required
- Assist the HPLS Administrator with administrative tasks as required
- Train volunteers and new staff on relevant HPLS systems and procedures.
- Support the successful implementation of PIAC's Reconciliation Action Plan
- Other duties as reasonably required.

4. Knowledge, skills and experience

- Experience working in a legal practice;
- Experience in the delivery of administrative support services including word processing and data entry skills.
- Capacity to exercise sound judgment in dealing with sensitive and confidential matters;
- Demonstrated skills in dealing confidently and courteously with a range of different people, including in stressful situations;
- Ability to draft correspondence;
- Excellent attention to detail;
- A capacity to successfully manage competing priorities and meet deadlines; and
- The ability to work cooperatively as part of a team.

5. Conditions

This position is a part time position, .6FTE, for a fixed period of 12 months, with flexible working arrangements available.

Salary range: \$59,401-\$71,191 (pro rata for hours worked) commensurate with experience, plus leave loading and superannuation. Under our Enterprise Agreement, this salary will increase from 1 January 2022 (and annually) in line with the national wage case.

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 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'knowledge, skills and experience').

Applications may be sent by email to jobs@piac.asn.au

Inquiries about the position should be addressed to:

Annie Barker
Executive Assistant
abarker@piac.asn.au
02 8898 6500