

# PIAC Practical Legal Training Placement Volunteer Position Job Description



---

The Public Interest Advocacy Centre (PIAC) is a community legal centre that specialises in strategic litigation and systemic advocacy on social justice and human rights issues. PIAC tackles difficult issues that have a significant impact upon people who are marginalised or facing disadvantage, ensuring basic rights are enjoyed across the community.

Our work addresses issues such as:

- homelessness;
- access for people with disability to basic services like public transport, education and online services;
- Aboriginal and Torres Strait Islander justice;
- access to energy and water for low-income and vulnerable consumers;
- the exercise of police powers;
- the rights of people in detention, including the right to proper medical care; and
- government accountability.

The Volunteer Practical Legal Training Placement contributes to the provision of a successful, innovative, and responsive legal practice through assisting with PIAC's telephone information service and with PIAC's litigation and associated policy and law reform work.

## **Relationships**

The legal practice is made up of two Principal Solicitors, Senior Solicitors, Solicitors, Legal Secretaries and Practical Legal Training Placements.

The Principal Solicitors are responsible for the legal practice, including all decisions affecting the practice and supervision of all lawyers and legal staff.

A Solicitor is responsible for the day-to-day supervision of Practical Legal Training Placements and the operation of the Practical Legal Training Placement Program.

Practical Legal Training Placements may be required to undertake work for and under the supervision of all lawyers engaged in the legal practice.

## **Decision Making**

The Principal Solicitors are ultimately responsible for the conduct of the legal practice. Issues relevant to the legal practice are discussed at legal practice meetings that all members of the legal practice attend.

## **Tenure**

The Professional Legal Training Placements are required to work at least two days per week for a minimum of 40 days. However, we are open to requests for flexible working arrangements.

All Practical Legal Training Placements will be required to work at least one of their days at the PIAC office at Level 5, 175 Liverpool St, Sydney.

Practical Legal Training Placements are available on both the Strategic Litigation and Homeless Persons Legal Service teams.

This is an unpaid position.

### **Major Accountabilities**

- Answer telephone enquiries from clients and potential clients;
- Assist with casework under the supervision of Solicitors, including taking instructions, drafting correspondence, preparing documentation, undertaking legal research and assisting in court;
- Conduct research to assist staff with casework and policy projects;

### **Selection Criteria**

- Good telephone manner and an ability to deal effectively with people at all levels;
- Sound time-management and organisational skills;
- Legal research skills;
- Understanding of legislative and law reform processes;
- Writing skills to enable drafting of research reports and legal documents;
- Demonstrated understanding of the issues facing socially and economically disadvantaged people and of public interest concepts;
- Demonstrated ability to work co-operatively as part of a team.

### **Applications**

All applications must address the selection criteria and should be sent:

#### **By post to:**

Operations Manager  
Public Interest Advocacy Centre  
Level 5, 175 Liverpool St  
Sydney NSW 2000

#### **By email to:**

jobs@piac.asn.au

**Closing Date: 2 May 2022**