

PIAC Practical Legal Training Placement Volunteer Position Job Description



The Public Interest Advocacy Centre (PIAC) 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.

We actively seek to collaborate and partner in our work to maximise its impact. 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.

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

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

Selection Criteria

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

PIAC requires all staff including those undertaking practical legal training placements to have up to date COVID-19 vaccination status.

Applications

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

By post to:

PLT Coordinator
Public Interest Advocacy Centre
Level 5, 175 Liverpool St
Sydney NSW 2000

By email to:

jobs@piac.asn.au

Closing Date: 27 September 2022