

Position Description

Managing Solicitor, Homeless Persons' Legal Service

Ongoing, permanent position
Full time or part time, minimum 4 days
Sydney based

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;
- 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 areas are reducing homelessness; First Nations justice; civil rights; disability rights; and energy and water justice.

2. Homeless Persons' Legal Service

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 Sydney. These clinics are primarily staffed by solicitors from private law firms acting pro bono, working under the supervision of our in-house team. The service also relies on the support of Practical Legal Trainees and other volunteers to provide paralegal support.

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.

3. Position overview

Reporting to the HPLS Principal Solicitor, the Managing Solicitor is responsible for the daily operations of HPLS. This includes managing the HPLS Coordinator and in-house legal team (including secondees, student placements and volunteers), and maintaining relationships

with partner firms and host agencies to ensure the effective and high quality delivery of legal services at HPLS outreach clinics.

The HPLS Principal Solicitor retains overall responsibility for the HPLS legal practice. Accordingly, the HPLS Managing Solicitor works closely with the Principal Solicitor, with their support and under their supervision for legal practice issues.

4. Major accountabilities

- 4.1 Manage key personnel in the HPLS team, including the HPLS Coordinator, professional secondees, volunteers and student placements.
- 4.2 Maintaining high professional standards across the HPLS legal practice, working closely with the Principal Solicitor, including by ensuring:
 - compliance with the PIAC Legal Practice Manual, the Risk Management Guide and HPLS procedures;
 - effective record keeping and accurate data collection for reporting and monitoring;
 - effective risk management, including through regular file reviews of HPLS casework;
 - the development and maintenance of the HPLS Legal Resources on Sharepoint.
- 4.3 Ensure the effective and efficient delivery of legal services by HPLS, including by:
 - Managing and developing relationships with host agencies, pro bono partner firms, and key stakeholders in the legal sector;
 - Overseeing appropriate intake and triage processes;
 - Providing advice and support to volunteer solicitors;
 - Reviewing information and advice provided at clinics;
 - Supervising HPLS civil legal casework, including any litigation;
 - Managing work health and safety across all HPLS locations, and maintaining risk registers for HPLS clinics.
- 4.4 Design and deliver the continuing legal training program for HPLS lawyers including induction and training in PIAC's legal database.
- 4.5 Identify systemic issues arising out of the legal practice, including current and emerging issues relating to homelessness, to inform PIAC's policy and law reform work and contribute to PIAC submissions and reports as required.
- 4.6 Contribute to the planning and management of HPLS to achieve outcomes consistent with PIAC's strategic priorities, including the measurement, monitoring and reporting of impact.
- 4.7 Support the successful implementation of PIAC's Reconciliation Action Plan.
- 4.8 Other duties as reasonably required.

5. Knowledge, skills and experience

Essential

- 5.1 Eligible for an unrestricted practising certificate in NSW.
- 5.2 At least five years' post-admission legal practice experience relevant to the HPLS legal practice with demonstrated legal casework and file management skills.
- 5.3 Ability to manage a busy legal practice, including balancing competing demands under time-pressure.
- 5.4 Demonstrated leadership and management skills, including the capacity to initiate change and respond to emerging issues.
- 5.5 A strong understanding of professional and ethical obligations and a demonstrated ability to proactively manage risk, including work health and safety risks.
- 5.6 Well-developed interpersonal skills and a demonstrated ability to develop relationships and build rapport with clients and stakeholders.
- 5.7 High-level writing skills for the drafting of legal documents, submissions to government inquiries, and to prepare reports and other publications.
- 5.8 Demonstrated understanding of issues facing people experiencing homelessness and a commitment to social justice.

Desirable

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

6. Conditions

PIAC is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce.

Annual salary range: \$117,371 to \$122,271 (pro rata where applicable) plus leave loading and superannuation. An additional salary supplement may be offered to reflect superior skills and experience.

PIAC is a Public Benevolent Institution and is currently able to offer salary packaging options subject to PIAC's Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

PIAC's Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Public Interest Advocacy Centre Enterprise Agreement](#).

The is a permanent, full-time position, with part-time (minimum 4 days) considered for a suitable candidate.

PIAC is committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety

PIAC requires all employees to have up-to-date COVID-19 vaccination.

7. 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 should be sent by email to jobs@piac.asn.au
Inquiries about the position should be addressed to:

Jonathon Hunyor
Chief Executive Officer
jobs@piac.asn.au