



**SRC Legal Service  
Information Pack**

**Solicitor**

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**Accountability**

**Board of Directors of SRC Legal Service ACN**

**Status**

**Full time**

**Client/target group(s)**

Students of The University of Sydney  
University who are eligible members of  
the Students' Representative Council.

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**Preamble**

Thank you for your interest in the position of Solicitor at Students' Representative Council Legal Service, University of Sydney.

The SRC Legal Service (the **SLS**) is an incorporated legal practice funded by the Students' Representative Council of the University of Sydney (the **SRC**).

The SRC is the representative body of all undergraduate students of the University of Sydney. Though funded by the University it is an independent, autonomous entity.

***SRC Legal Service:***

- provides free legal advice, legal services and education to undergraduate students of The University of Sydney who are eligible members of the Students' Representative Council.
- participates in activities which improve the situation of students with regard to their legal rights and standard of living, by lobbying to change defects in laws, the legal system, and administrative and social practices that impact on undergraduate students.

**Statement of Shared Philosophy and Values**

To achieve its purpose the SRC Legal Service:

- a) is committed to reducing social inequities and systemic barriers to students enforcing their rights;
- b) works with clients so they can assert their rights;
- c) focuses on preventative measures;
- d) seeks new and better ways of providing legal services to its clients;
- e) is flexible in its service so that it remains responsive to changing student needs;
- f) involves the student community in its service operation and development;
- g) strives to be non-discriminatory in its service delivery;

- h) advocates for the public interest through issues which affect the student community or significant sections of the student community;
- i) maintains its political independence;
- j) uses its resources efficiently and effectively;
- k) seeks excellence in its operation and accountability to its community and to its funders.

## **Specific position duties**

### **1) Advice/Casework**

- a) provide telephone and face to face legal advice to people meeting the SRC's priorities;
- b) the conduct and carriage of file work including advice and referral work;
- c) the preparation of documents and appearances in Courts and Tribunals;
- d) represent clients charged with criminal offences in Local and District courts;
- e) supervision of volunteer file work and provision of advice and assistance to volunteers if required;
- f) provide legal advice to the Casework Policy Officers, Honi editors, the SRC President and other members of the SRC Executive. In the event where there is a legal dispute between members of the Executive of the SRC and/or members of the SRC Council the Solicitor will provide legal information, but no legal advice or representation.
- g) Work with minimal supervision, subject to direction of the principle solicitor/practice director (day to day), and the board.

### **2) Community Legal Education and Community Development**

- a) preparation and presentation of educational material for SRC members, staff and community organisations;
- b) participate in promotional activities of the SRC in relevant areas of work, as negotiated;
- c) mentor and supervise student volunteers to improve opportunities for them to become employed as socially aware and competent solicitors.

### **3) Law, Policy & Administrative Reform**

- a) undertake law policy and administrative reform project work if required.

Please address each of the following selection criteria using examples from your experience and/or qualifications. Selection of candidates will be partly based on an assessment of how effectively the following selection criteria are addressed.

Description of your skills, knowledge and abilities in clearly identified groupings by criterion is much preferred over general comments or submissions of curriculum vitae only.

<b>Selection Criteria</b>
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#### **Mandatory Criteria:**

- 1. Hold or qualified to hold a current NSW Practising Certificate**
- 2. Experience in advising on a range of legal areas**
- 3. Experience in representing clients at court**
- 4. Minimum 5 years PQE**
- 5. Demonstrated experience in working as part of a team**
- 6. Demonstrated skills in maintaining office management procedures**

**7. A knowledge of equal opportunity, anti-discrimination and occupational health and safety laws as they apply to the workplace**

**Desirable Criteria**

- 1. Experience in migration issues as a migration agent**
- 2. Experience in legal work regarding presentation of harassment/sexual assault**
- 3. Experience in working in Community Legal Services or not-for-profit organisations as a solicitor**
- 4. Ability to speak another language**
- 5. Experience in working within a Tertiary Institution as a solicitor**
- 6. Experience in the provision of community legal education**
- 7. A working knowledge of student organisations**
- 8. Demonstrated experience in supervising volunteers**

***We are obliged by law to confirm an employee's eligibility to work in Australia. Appointment to the position will be contingent upon your producing any of the following documents:***

*Current Australian or New Zealand passport OR Australian birth certificate + photographic identification*

*OR*

*Current passport + permanent resident visa OR Current passport + appropriate temporary resident visa*

Applications should be addressed to the **Legal Director** and may be forwarded in the following manner:

**Post** PO Box 794, Broadway, NSW 2007

**By Hand** Level 1 Wentworth Building, University of Sydney NSW, off City Road

**Email** [t.mcloughlin@src.usyd.edu.au](mailto:t.mcloughlin@src.usyd.edu.au)

**Applications close Midnight Sunday 24<sup>th</sup> March 2019.**

**Please ensure you are available for an interview during the week of 25<sup>th</sup> March 2019 to 29<sup>th</sup> March 2019. This position is available for immediate start.**