

**SRC Legal Service**

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Solicitor SRC Legal Service

Thank you for your interest in the position of Mandarin speaking Solicitor at the SRC Legal Service at the University of Sydney.

The SRC Legal Service (**SLS**) is an incorporated legal practice funded by the Students' Representative Council of the University of Sydney (**SRC**) and governed by the SLS Board. Its purpose is to provide legal advice to undergraduate students at the University of Sydney.

The SRC is the representative body for all undergraduate students of the University of Sydney. It is an independent, student run entity, which receives its funding from the University. The Council consists of elected representatives, who in turn elect departmental officers, the SRC services are run by staff not elected representatives.

Services provided by the SRC include casework advice and advocacy; legal advice; interest-free loans to students; distribution of general information on various sectors of the University; publication of weekly (semester-time) newspaper Honi Soit, other student-targeted materials, and representation of students' rights at campus and community levels.

The SLS is seeking a solicitor with a Practising Certificate with the Law Society of NSW to fulfil the requirements of the solicitor role for the SLS.

This is a part time between (7-14 hours per week) fix term contract role ending on 21st December 2023. The requirements of the position are set out in the attached Job Description.

Essential Criteria

1. Hold or qualified to hold a NSW Practising Certificate.
2. Demonstrated skills and experience in providing legal advice on a broad range of legal areas.
3. Demonstrated skills and experience in representing and advocating clients at various courts/tribunals
4. Minimum 3 years PQE
5. Able to multitask and work under pressure to meet tight deadlines
6. Demonstrated experience in working as part of a team
7. Fluent in written and spoken Mandarin

Desirable Criteria

1. Experience as a solicitor within a Tertiary Education Institution, Community Legal Services or not-for-profit organisation.
2. Working knowledge of University student organisations
3. Knowledge of equal opportunity, anti-discrimination and occupational health and safety laws.

Your application should include a cover letter, curriculum vitae, and statement addressing the criteria.

Applications should be addressed to Jahan Kalantar and may be forwarded in the following manner:

Emailed to: j.kalantar@src.usyd.edu.au

The closing date for applications is on the 29th of September

Please ensure you are available for an interview during the 2nd and 3rd October in the afternoon.

*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 AND evidence of current Law Society of NSW 2019-2020 practising certificate.*

SRC Legal Service
Solicitor Duty Statement

<u>Accountability</u>	<u>Board of Directors of SRC Legal Service</u>
<u>Salary</u>	<u>\$50 per hour</u>
<u>Status</u>	<u>fixed term, part-time, until 21st December 2023</u> <u>(7-14 hours per week)</u>

1. Organisational context

The SRC Legal Service (the SLS) is an incorporated practice funded by the Student's Representative Council of the University of Sydney (The SRC), which is the representative body of all undergraduate students of the University of Sydney.

The SLS is an independent and autonomous legal entity, governed by the SLS Board and funded by the SRC. The SLS provides free legal services, as outlined in the SLS legal service policy, to the undergraduate students of the University of Sydney, who are eligible members of the Students Representative Council.

2. Statement of Shared Philosophy and Values

To achieve its purpose the SRC Legal Service:

- 2.1 is committed to reducing social inequities and systemic barriers to students enforcing their rights;
- 2.2 works with clients so they can assert their rights;
- 2.3 focuses on preventative measures;
- 2.4 seeks new and better ways of providing legal services to its clients;
- 2.5 is flexible in its service so that it remains responsive to changing student needs;
- 2.6 involves the student community in its service operation and development;
- 2.7 strives to be non-discriminatory in its service delivery;
- 2.8 advocates for the public interest through issues which affect the student community or significant sections of the student community;
- 2.9 maintains its political independence
- 2.10 uses its resources efficiently and effectively
- 2.11 seeks excellence in its operation and accountability to its community and to its funders.

3. Primary purpose of position

It is expected that the casework of individual undergraduate students is the primary time commitment. The Solicitor has carriage of advising, representing, and advocating for undergraduate students at University of Sydney.

4. Specific position duties

1) Advice/Casework

- a) conduct legal and policy research as required from time to time;
- b) provide telephone and face to face legal advice to student clients;
- c) conduct and carriage of case work including advice and representation;
- d) draft and prepare legal documents and submissions as required;
- e) represent and appear clients for matters in court and tribunals;
- e) supervise volunteer file work and assistance to volunteers if required;

- g) Work with minimal supervision, subject to direction of the principle solicitor for day to day operation.

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;

3) Law, Policy & Administrative Reform

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

5. Reporting relationships

Solicitors of the SLS report to the Principal Solicitor.