

POSITION DESCRIPTION

Position:	DOMESTIC VIOLENCE SOLICITOR
Location:	Dubbo, New South Wales
Award:	Social, Community, Home Care and Disability Award 2010 (SCHADS) Level 5.1
Status:	Permanent, Full-time 35 hours per week / Part time minimum 28 hours per week , subject to ongoing funding.
Work Hours:	9:00 am to 4.30 pm (30 min lunch break)
Salary:	\$95,000 - \$103,000 per annum plus superannuation. Fringe benefits, packaging available, relocation stipend negotiable.
Conditions	Probationary period six (6) months
Responsible to	Direct: DVU Principal Solicitor Indirect: Executive Officer and Management Committee

Organisation Overview

Western NSW Community Legal Centre (WNSWCLC) is a not-for-profit organisation dedicated to promoting access to justice for people experiencing disadvantage across Western New South Wales. We offer free legal advice, representation, community education, and referrals to ensure our communities are informed, supported, and empowered.

Based in Dubbo, our team delivers regular outreach to more than a dozen regional and remote communities, including Bourke, Mudgee, Walgett, Lightning Ridge, Cobar, Nyngan, and local correctional centres.

The specialist unit, Western Women's Legal Support (WWLS), plays a vital role in supporting women and their children affected by domestic and family violence. WWLS provides culturally safe, trauma-informed legal and non-legal support to help clients move forward with confidence and safety.

WNSWCLC is committed to working with compassion, respect, and a non-judgmental approach to ensure every client feels heard and supported. We also advocate for systemic change through law reform and empower the community through legal education.

Position Overview

The Domestic Violence Solicitor is an integral role within Western Women's Legal Support (WWLS), the specialist domestic violence unit of Western NSW Community Legal Centre (WNSWCLC). This position is focused on delivering high-quality legal assistance in domestic violence matters, as well as related areas of law.

The Domestic Violence Solicitor will provide legal advice, representation, and referrals to support victims of domestic violence. The role also involves community education and advocacy for systemic change, and aims to:

- Deliver trauma-informed, accessible, and high-quality legal support to individuals experiencing domestic violence.

- Provide legal information, advice, court representation, and referrals, with a focus on family law, protection orders, and related matters.
- Assist clients in a respectful and non-judgmental manner, supporting them to regain control over their legal matters and life decisions.
- Apply a whole-of-person approach when working with clients, considering each individual's vulnerabilities, cultural background, and personal circumstances.
- Promote client empowerment by using clear, simple language and ensuring clients are active participants in the legal process.
- Work closely with legal and non-legal staff in a collaborative team environment to ensure holistic support.
- Identify and respond to non-legal needs by working in partnership with caseworkers and referring clients to appropriate support services.
- Develop and deliver community legal education programs that inform and empower communities in regional and remote areas.
- Contribute to law reform activities aimed at addressing systemic injustices that impact clients and communities.

This role requires a sensitive and empathetic approach, particularly when assisting individuals affected by trauma. The solicitor will be expected to create a safe and welcoming environment, avoid re-traumatisation, and prioritise client dignity and autonomy at every stage of the legal process.

Duties and Responsibilities

1. Legal Advice, Casework, and Representation

- Provide legal advice, assistance, and representation across a range of legal matters, including:
 - Domestic and family violence
 - Apprehended Violence Orders (AVOs)
 - Family law
 - Victims' compensation
 - Debt, social security
 - Care and protection matters
 - Anti-discrimination and employment law
- Appear in court for AVOs and Recovery Order matters (subject to Principal Solicitor approval).
- Represent clients at mediations for family law and care and protection matters.
- Deliver high-quality legal advice to clients, both face-to-face and via telephone.
- Undertake ongoing casework, ensuring consistent and client-centred service delivery.
- Participate in outreach trips (including overnight stays if required) to provide legal services to rural and remote communities.

2. Law Reform and Advocacy

- Identify systemic legal issues that create barriers to justice for community members experiencing disadvantage.
- Draft law reform submissions to parliamentary inquiries, either independently or in collaboration with other legal services and community legal centres.

- Advocate for policy changes that address the legal and social issues affecting clients.

1. File and Case management

- Maintain and regularly review case files to ensure compliance with best practice standards.
- Attend regular casework and supervision meetings.
- Adhere to all WNSWCLC casework and file management policies and procedures.

2. Community Legal Education

- Develop and deliver community legal education (CLE) sessions on relevant legal topics to community groups.
- Identify gaps and emerging needs in the community to guide CLE planning.
- Collect and evaluate feedback from CLE sessions to improve future delivery.
- Undertake outreach (including overnight stays if required) to deliver CLE in rural and remote areas.

3. Networking and Professional Development

- Develop and maintain connections with other legal practitioners in the region, including Legal Aid and Aboriginal Legal Service, to ensure comprehensive support for clients.
- Foster relationships with other community legal centres and pro bono law firms, to expand support for clients.
- Attend the National Association for Community Legal Centres (NACLC) National Conference as required to stay informed on law reform, trends, and best practices in community legal services.
- Participate in CLCNSW Quarterly Meetings as required to network, share updates, and engage in sector-wide discussions.

- Participate in continuing professional development, ensuring a minimum of 10 CPD points per year are achieved to maintain professional standards.

4. Organisation expectations

At WNSWCLC, every team member plays a vital role in building a fairer, more just society. As part of our team, you will be expected to:

- **Live Our Values:** Demonstrate your commitment to justice, equity, and compassion through your daily actions and decisions, embodying the WNSWCLC core values of respect, integrity, and community.
- **Uphold Standards:** Comply with all WNSWCLC policies and procedures, ensuring your work meets the highest professional and ethical standards.
- **Work Collaboratively:** Be an active part of a supportive, multi-disciplinary team where knowledge-sharing, empathy, and mutual respect are central to how we work.
- **Contribute to Growth:** Participate in the development, review, and refinement of WNSWCLC policies and practices, ensuring they stay responsive to community needs and sector best practices.
- **Stay Accountable:** Collect data and prepare timely reports in line with the Centre's requirements and obligations to funding bodies, contributing to transparency and continuous improvement.
- **Engage with Leadership:** Prepare regular reports for the Management Committee and actively participate in staff meetings and strategic planning days, where your input helps shape the direction of the WNSWCLC.
- **Pitch In Where Needed:** Assist with day-to-day administrative tasks, whether that's answering phones, making client appointments, or

helping a colleague, because we believe no task is too small when it supports the greater good.

- **Be a Team Player:** Step in to assist with client work when colleagues are on leave, ensuring continuity of service and support for clients.
- **Support Rural Access to Justice:** Travel independently or with colleagues to rural and remote communities, correctional centres, and other outreach locations, including overnight stays (if required), delivering essential legal services to people who need them most.
- **Stay Adaptable:** Take on additional duties as needed, showing flexibility and commitment to the evolving needs of WNSWCLC and the communities, we serve.
- **Respect Client Privacy:** Strictly adhere to the WNSWCLC's Information Barrier policy and procedures, safeguarding the confidentiality and trust of all clients.

Selection Criteria

Essential

1. Tertiary qualification a Bachelor of Laws (LLB)
2. Eligibility to hold (or current possession of) a New South Wales practising certificate.
3. Demonstrated understanding of social justice issues impacting people who face economic, social, cultural, or geographic disadvantage, particularly in relation to accessing legal services.
4. Commitment to supporting vulnerable and disadvantaged communities through your legal work.

5. Ability to adopt a holistic, "whole of person" approach when providing legal assistance, with sensitivity to client circumstances and vulnerabilities.
6. Understanding of how individual legal issues can connect to broader systemic challenges, and ability to contribute to law reform initiatives or advocacy efforts.
7. Proven ability to work independently, while also contributing effectively as part of a multidisciplinary team.
8. Strong oral and written communication skills, with confidence using electronic systems and digital tools (e.g., legal databases, case management systems).
9. Current NSW Driver's License and ability to travel regularly, including overnight stays.

CERTIFICATION

WNSWCLC AUTHORISED OFFICER

I have reviewed and confirmed that this Position Description accurately reflects the role requirements.

Full Name	
Position	
Signature	
Date	

EMPLOYEE

I have read and agree to the duties and responsibilities outlined above. I acknowledge this document indicates the role and that I may be required to perform additional duties aligned to my skills and capabilities, as needed.

Full Name	
Position	
Signature	
Date	

This job description may be reviewed from time to time and/or in conjunction with your performance reviews.

Development Date	Review Date	Next Review Date
July 2023	June 2025	