

# Position Description

## Principal Solicitor

### POSITION DETAILS

Employment Status  
Classification  
Reports To

**Full Time**  
**SCHADS Level 8**  
**Women's Legal Service Tasmania Chief Executive Officer**

### POSITION OBJECTIVE

Under the supervision of the Chief Executive Officer, the Principal Solicitor will provide internal leadership and be responsible for providing direction to all staff of the Working Women's Centre.

The Working Women's Centre will focus on providing culturally appropriate and trauma-informed advice, advocacy and representation for clients seeking assistance with employment and workers compensation matters, including timely and on-the-spot assistance for clients who have experienced workplace sexual harassment and other workplace issues.

The Principal Solicitor will plan and direct this service provision within the Working Women's Centre, including planning and providing community education, training and outreach to the community, and will also have the opportunity to provide some advice and support through face-to-face and telephone client interactions, as well as providing liaison between the client, other Working Women's Centre staff and Worker Assist Tasmania to best meet client needs, and to assist secure sustainable outcomes for clients.

The Principal Solicitor will also plan the provision of community education and training in relation to workplace issues to the community and the sector, and develop law reform submissions, resources and produce reports in relation to the Working Women's Centre.

Some intrastate and interstate travel may be required from time to time.

A full-time employee, the normal hours of work will be 38 hours per week, between 9:00am and 5:06pm, inclusive of a 30-minute lunch break.

### KEY RESPONSIBILITIES

#### Leadership and Management

- Ensure that procedures for client services, file management, data collection and financial management are of a high quality and meet the requirements of the Professional Indemnity Insurance scheme and other professional and organisational requirements, including funding contracts.
- Foster a multi-disciplinary approach, working alongside financial counsellors and social workers to provide a holistic service for clients. Lead case management meetings and contribute to team knowledge sharing within both the Working Women's Centre and Women's Legal Service Tasmania.
- Work with the Chief Executive Officer to develop and revise individual work plans for each solicitor, including the development of targets, and to perform regular appraisals for each solicitor to assist in achieving those targets, and that training needs are identified and met within the parameters of Women's Legal Service Tasmania and Working Women's Centre resources.
- Develop, plan and deliver community legal education and outreach services, working collaboratively with Women's Legal Service Tasmania and Worker Assist Tasmania to deliver these services in conjunction with other legal and community service providers where applicable, and monitor and manage the teams progress against these plans.
- Develop and co-ordinate the Working Women's Centre resources, including information sheets, website content, brochures and booklets, and the production of digital assets including video and audible resources.
- Represent the Centre in relevant networks in the legal and community sectors and in various forums.
- Contribute to the monthly reports to the Board of Management detailing the legal operations of the Working Women's Centre against targets and funding arrangements.

## **Legal Services**

- Provide high-quality legal advice, casework, and representation to clients in both State and Federal jurisdictions, including Equal Opportunity Tasmania, TASCAT, The Australian Human Rights Commission, the Fair Work Commission, and the Federal Courts, ensuring efficient and appropriate legal advice and assistance is provided through the service delivery program.
- Provide an integrated and holistic client service, working with social workers and financial counsellors to address both legal and non-legal needs of clients.
- Oversee the legal practice and provide support to solicitors, ensuring the efficiency, appropriateness and quality of the legal advice and assistance and associated legal activities provided by the Working Women's Centre.
- Establish processes to ensure all legal service data collection is accurate, comprehensive, in line with Deed of Grant requirements and informs practice and advocacy for the Working Women's Centre and analyse casework trends and experiences to provide evidence to support broader advocacy work to assist vulnerable workers.
- Draft and assist others with submissions and reports on behalf of the Working Women's Centre and Women's Legal Service Tasmania, including the delegation of this responsibility within the legal team as appropriate.

## **Organisational Responsibilities**

- Carry out the responsibilities of the position in accordance with the position description, the Working Women's Centre funding requirements and the overarching vision, mission and values, policies and procedures and Strategic Plan of Women's Legal Service Tasmania.
- Collaborate with multidisciplinary teams, including financial counsellors and social workers, to provide holistic client services. Participate in regular case management meetings and contribute to team knowledge sharing.
- Be responsible for your own administrative work and ensure the legal team also attends to these tasks. The administration team provides some administrative support, however the nature of funding for community legal services does not enable full administrative support.
- Travel to provide face-to-face support for Working Women's Centre staff in other offices as required, including any interstate travel to participate in Women's Working Centre meetings, collaborations and community of practice as required.
- Meet the competencies of SCHADS Level 8 in accordance with Women's Legal Service Tasmania's Competency Framework.

## **ESSENTIAL CRITERIA**

1. Advanced postgraduate qualifications in a relevant field and extensive experience at the executive level in the social and community services sector. This includes a demonstrated track record of strategic leadership, organisational transformation, and achieving significant outcomes.
2. Exceptional skills in building and maintaining effective relationships with a diverse range of stakeholders, including government agencies, funding bodies, community groups, and other key partners. Ability to negotiate and influence at a high level.
3. Proven ability to advocate effectively for issues and the organisation at a national or state level, including influencing policy development, participating in industry reforms, and representing the organisation in public and media engagements. This includes commitment to advancing debate, policy and legislative reform, preferably in areas such as workplace relations, crisis intervention, advocacy for women's rights, or similar roles.
4. Sound knowledge and experience in providing high-quality legal advice and casework in employment and workers' compensation matters through a trauma-informed lens, including the ability to advocate, negotiate and liaise effectively on a client's behalf in a non-judgemental manner, including an ability to develop effective strategies to support clients and address their needs in a trauma informed way.
5. Proven ability to lead and manage teams effectively, including fostering a positive organisational culture, mentoring staff and promoting professional development, and demonstrated ability to contributing to and implementing policy and projects and budget management.

6. Ability to maintain accurate and complete client file records in accordance with Women's Legal Service Tasmania procedures and good file management, as well as an ability to collate statistics and prepare written reports.
7. An understanding of Women's Legal Service Tasmania's values and objectives and an understanding and commitment to the extended scope the Working Women's Centre program envisages.
8. High level written and verbal communication skills, as well as competence in using Apple computers and a variety of software including word processing, spreadsheets, databases, email and calendars.
9. Hold a current Tasmanian Working with Vulnerable People (WWVP) Employment registration, and current and clear National Police Check (no more than twelve months old).

#### **DESIRABLE CRITERIA**

1. Some knowledge of integrated and trauma-informed practice, and familiarity with the community services sector.
2. Demonstrated success in developing and maintaining community networks.
3. Current First Aid Certificate.
4. Full driver's license.
5. Prepared to travel intrastate as required.