

Position Description

Solicitor

Title	Solicitor Intellectual Disability Rights Service – Ability Rights Centre (ARC)		
Role Purpose	To provide legal advice and legal casework to people with disability. To advocate for policy and law reform to benefit people with disability. To provide community legal education.		
Reports To	Principal Solicitor – Ability Rights Centre		
Hours	Full-time position – 37.5 hours per week		
Internal IDRS Relationships	<ul style="list-style-type: none">• Chairperson• Board Members• IDRS members• Executive Officer• ARC Principal Solicitor• Staff• Volunteers	External Relationships	<ul style="list-style-type: none">• Clients/Service Users• Government services and/or Government agencies• Community-based organisations• Corporations• External network contacts• Private law firms• Courts and tribunals

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KRA	Key Tasks	KPI
Legal Advice	<ul style="list-style-type: none"> • Provide legal advice to people with disability as well as family members, carers, or disability workers who are seeking advice on their behalf across a range of areas of law. Provide appropriate follow up associated with advice calls • Provide legal advice to people with cognitive impairment who are in police custody - includes some after-hours duties • Conduct conflict checks • Refer people with disability to other sources of legal assistance or other services • Communicate effectively with clients with disability 	<ul style="list-style-type: none"> • Quality of legal advice • Feedback from Principal Solicitor • Feedback from stakeholders and other community organisations • Timeliness of legal advice • Prompt response to requests for custody legal advice • Number of advice sessions completed • Analysis of complexity of advice given
Legal Casework	<ul style="list-style-type: none"> • Provide legal casework for people with disability including research, legal advice and legal representation • Conduct strategic litigation that is consistent with ARC's priorities and law reform objectives • Refer clients to appropriate services, including legal, community and disability services • Communicate about complex issues with clients, their families and their advocates/support persons 	<ul style="list-style-type: none"> • Quality of legal casework • Successful outcomes of legal cases • Feedback from Principal Solicitor • Number of files opened and closed • Analysis of complexity of files • Client feedback • File maintenance procedures adhered to • Client feedback
Education & Training	<ul style="list-style-type: none"> • Contribute to the development and delivery of education programs for people with disability, their families and carers • Provide training to legal and other justice sector personnel • Provide information and advice to other legal professionals about issues affecting people with disability • Provide support to IDRS educators in relation to areas of joint work 	<ul style="list-style-type: none"> • Quality of education programs • Number of education programs completed • Feedback from education programs

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<p>Policy Work / Law Reform</p>	<ul style="list-style-type: none"> • Research and contribute to development of policy positions on issues affecting people with disability. • Respond proactively and in a timely way to proposed changes in the legal and service system that may disadvantage people with disability • Work with ARC Principal Solicitor to prepare submissions to government and other committees on issues affecting people with disability. • Participation on relevant committees and in relevant professional networks 	<ul style="list-style-type: none"> • Quality of policy work • Number of policy-related submissions • Action taken as a result of submissions and participation in committees or networks • Timeliness of response to proposed changes in the legal system
<p>Information & Publications</p>	<ul style="list-style-type: none"> • Contribute to development of information and publications eg. fact sheets, pamphlets, booklets, articles and web-based information • Contribute to the development of internal legal and other resources • Ensure legal and other resources are kept up-to-date as necessary • Provide comment on the publications of other agencies as requested 	<ul style="list-style-type: none"> • Quality of information • Number of contributions • Keeping legal and other resources up-to-date
<p>Administration</p>	<ul style="list-style-type: none"> • Contribute to the preparation of project proposals, funding submissions, reports and acquittals • Accurate and timely use of client database • Completion of computerised advice records • Maintain client files for casework matters • Develop individual operational work plan • Contribute to staff meetings and planning sessions. 	<ul style="list-style-type: none"> • Accuracy of client information in database. • Quality of file maintenance practices. • Work plan in line with strategic direction developed and implemented
<p>Contribute to a cohesive organisation</p>	<ul style="list-style-type: none"> • Actively participate in team meetings, training and other IDRS activities • Maintain respectful and constructive communication with other IDRS staff • Actively contribute ideas or concerns to facilitate continuous improvement of legal service and other IDRS services • Respond constructively to feedback from service users and other stakeholders to facilitate continuous service improvement • Facilitate collaboration with other IDRS services. • Participate in working groups and projects across IDRS 	<ul style="list-style-type: none"> • Attendance at relevant meetings and training • Contributions to service improvements • Response to complaints and feedback • Participation in collaborative work with other staff • Referrals made to other IDRS services