

# Refugee Legal:

## Position Description

### Supervising Solicitor – Afghanistan Program (12-month contract)

#### A. Overview of organisation

Refugee Legal is an independent community legal centre specialising in refugee and immigration law, policy and practice. Refugee Legal has been assisting asylum seekers, refugees and disadvantaged migrants in the community and in detention for over 34 years and has substantial casework experience and expertise. Refugee Legal's work involves the provision of key legal assistance to people who could not otherwise obtain it due to financial and other forms of distinct disadvantage often related to their cultural or linguistically diverse backgrounds or experiences of torture or trauma. Refugee Legal also conducts extensive law reform, advocacy and education programs.

#### B. Position Summary

Refugee Legal is currently recruiting for a supervising solicitor to work in a special legal team within our Afghanistan Legal Program. The Afghanistan Legal Program has been established to respond to the large number of people seeking legal assistance due to the crisis in Afghanistan.

The supervising solicitor will work within the program with a primary focus on the supervision of lawyers and volunteers who are assisting people who have been evacuated from Afghanistan to apply for permanent visas in Australia and to apply for a family reunion.

In particular, the Afghanistan Legal Program provides assistance to people impacted by the crisis in Afghanistan in the following areas:

- Preparation of Humanitarian and other visa applications for people in and outside of Australia.
- Attendance with clients at Departmental interviews in relation to the assessment of visa applications.
- Legal assistance with family reunion visas.
- Referral of clients to non-legal service providers for additional support.
- Assistance with completion of public interest criteria requirements, e.g. health and character.

#### C. Duties and Responsibilities

Key duties will include:

- Participate in the organisation, running and supervision of the Afghanistan Legal Program to ensure the efficient and effective implementation of key purposes and functions of the program.
- Responsible for the direct supervision of a high-functioning team of solicitors, and legal volunteers and paralegals in the Afghanistan Legal Program and other Refugee Legal programs where necessary.
- Undertake direct legal work in the Afghanistan Legal Program where necessary.
- Contribute to the design, and development and delivery of relevant training to staff and legal volunteers.
- Participate in regular internal staff, casework and planning meetings.
- Other duties as required.

**Refugee Legal:**

**Defending the rights  
of refugees.**

**Refugee & Immigration  
Legal Centre Inc.**

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## **D. Selection Criteria**

### **Essential attributes**

- Proven capacity to supervise solicitor/migration agents, both employees and volunteers, in relation to casework and advice.
- Capacity and/or experience in performing casework and advice on refugee and general immigration matters, including good working knowledge of laws, policies and procedures in the jurisdiction.
- Proven interest and experience in advising and assisting people from diverse cultural and linguistic backgrounds, including those who are in situations of disadvantage.
- Ability to juggle multiple tasks, work quickly and effectively under pressure, and to pay close attention to detail within in a fast-paced environment.
- Proven familiarity with and experience in working as part of a small team, including demonstrated ability to work both collectively and, where necessary, with initiative and self-reliance.
- Ability and willingness to work flexible hours, including outside standard business hours on weekdays and weekends.
- Eligibility to hold an unrestricted practicing certificate

### **Desirable attributes**

- Detailed appreciation of, interest and experience in current issues confronting people of diverse cultural and linguistic backgrounds in the refugee and immigration law areas, including law reform and advocacy issues.
- Interest and experience in teaching and other public presentations on topics concerning immigration and refugee law, policy and procedures.
- Strong appreciation of, interest and experience in working with people of distinct disadvantage, including victims of torture or other trauma.

## **E. Employment Conditions**

**Location:** Collingwood office, or elsewhere as required, including working from home, regional Victoria, interstate, and remote locations within Australia.

**Hours:** Full-time, Monday-Friday, or as required on weekends. (Flexibility in relation to work times is essential.)

**Salary:** Salary range is negotiable, depending on qualifications and experience, plus superannuation. Attractive salary packaging benefits are also available.

**Conditions:** The position is full-time for a twelve-month period. There will be a 6-month probationary period. Refugee Legal is an Equal Opportunity Employer.

**Application Process:** Written applications must address the selection criteria and be received by 5:00 pm Friday 16 September. Applications should be addressed to "The Executive Director", marked "Private & Confidential", and sent by email to [linda@refugeelegal.org.au](mailto:linda@refugeelegal.org.au).