

# Refugee Legal:

## Position Description

### Supervising Solicitor – Legal Assistance Backlog 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 36 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 supervising solicitors to work within our Legal Assistance Backlog Program (the Program). The Program has been established to provide assistance to people applying for visas, including appeals before the Administrative Appeals Tribunal (AAT).

The supervising solicitor will work within the program with a primary focus on the supervision of solicitors who are advising and assisting people with applying for protection, including with appeals before the AAT.

#### C. Duties and Responsibilities

Key duties will include:

- Responsible for the direct supervision of a high-functioning team of solicitors, administrative support, and legal and paralegal volunteers. This includes the review of supervisee work including statements and legal submissions and providing timely feedback.
- Provision of initial advice, preparation of applications, representation and advocacy at all administrative levels including at the Department of Home Affairs and the AAT.
- Undertake direct legal work in the Program and attending interviews and hearings where necessary.
- Contribute to the design, development and delivery of relevant training to staff and legal volunteers.
- Provision of community legal information to community groups – including for asylum seekers, refugees and disadvantaged migrants – on specific legal and policy issues.
- Referral of clients to non-legal service providers for additional support.
- Participate in regular internal staff, casework and planning meetings.
- Other duties as directed.

**Refugee Legal:**  
Defending the rights  
of refugees.

**Refugee & Immigration  
Legal Centre Inc.**  
ABN 94 806 293 897  
ARBN 660 326 778  
Incorporated in Victoria, Members' liability limited.

PO Box 1139, Collingwood, VIC, 3066

Level 5, 333 Exhibition Street, Melbourne, VIC, 3000

T: (03) 9413 0101

F: (03) 9413 0144

admin@refugeelegal.org.au

www.refugeelegal.org.au

## **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:** Level 5, 333 Exhibition Street, Melbourne, or elsewhere as required, including working from home and regional Victoria.

**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:** Please forward your CV and your responses to the selection criteria by 5.00pm on Monday 22 July. 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), using the subject line: Supervising Solicitor application.