



MACARTHUR  
**Legal Centre**

*Supporting our community*

## Macarthur Legal Centre

Macarthur Legal Centre is a not-for-profit Community Legal Centre (CLC), based in Campbelltown (NSW), which provides free legal advice, referrals and assistance to people living in our catchment (which currently includes the Macarthur region and various LGA's in regional NSW). We firmly believe that professional legal services should be available to ALL members of our community, regardless of social, cultural, or economic background. We work collaboratively with our internal specialist domestic violence, tenancy, youth, and Aboriginal workers to provide vulnerable clients with wrap-around legal and quasi-legal support services. In addition to our client-focused services, we also work to increase awareness of everyday legal/social issues, via community education, and use our coal-face experience to help inform positive legal/policy reforms in our main areas of practice.

## Generalist Solicitor – Western Region Outreach

MLC has recently received NSW 'Critical Services Gap' funding to deliver generalist CLC services to clients living in previous 'gap' areas in western NSW. The generalist solicitor will provide legal assistance services to clients living the new 'western region' of our catchment - see Local Government Areas (LGAs) listed below. **This position requires re-current travel throughout regional NSW and the successful applicant MUST be able to meet this travel requirement.**

We are looking for a generalist solicitor, with at least 1-2 years post-admission experience to work with MLC **fulltime** (70 hours per fortnight), with a **permanent rate of \$46.95/hour** (Level 5 pay point 3, Social, Community, Home Care & Disability Services Industry Award (SCHCADS)), plus super and Public Benevolent Benefits (Salary Sacrificing). This position is **currently funded until 30 June 2025**, with the position also otherwise subject to availability of funding.

**Alternatively, we would be willing to consider part-time job/share arrangements.** Please indicate whether you would prefer a part-time work arrangement, and your preferred weekly hours, when applying.

The primary functions of the **Generalist Solicitor (Western Region)** are to:

- Provide generalist legal information, advice, referrals, task, and casework assistance to clients living in the new 'western region' of our catchment, which currently includes the LGAs of **Balranald, Bland, Carrathol, Coolamon, Cootmundra-Gundagai, Cowra, Griffith, Hay, Hilltops, Junee, Leeton, Narranderra, Temora, Weddin, Snowy Valleys & Wentworth.**

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MLC is accredited by CLCs Australia

- Provide MLC services at targeted partner service locations throughout our new catchment area (as above). This will include actual travel to these locations, overnight stays etc. as required, with duration of same as required. MLC to pay accommodation, travel, food expenses for travel periods.
- Deliver above services via a variety of modes, including phone, email, mail, face-to-face, and/or AVL.
- Manage a personal caseload of legal advices/tasks/cases and non-legal projects, with minimal day-to-day supervision. Including compliance with service targets.
- Develop and deliver community legal education materials, to address community issues.
- Participate in networking activities with the local community and service providers.
- Participate in law reform activities.
- Work effectively as a part of the broader MLC team.
- Establish and maintain a reliable network of relevant services/workers for warm referral purposes.
- Participate in relevant networking activities with related legal service providers (including CLCNSW, CLC Australia, Legal Aid NSW etc.)
- Attend internal/external meetings, events, as required.
- Complete admin and related tasks, as required (e.g., properly documented advice/task/casework, accurate data entry, ongoing reporting, documented case studies etc.)

## Selection Criteria

### Applicants must meet the following requirements:

1. Applicants must meet the following selection criteria: Tertiary qualifications in law and admission as NSW Legal Practitioner, with current NSW legal practicing certificate.
2. Willingness and ability to travel throughout regional NSW to deliver MLC services, on a routine basis. Including in-person work in the following LGAs: **Balranald, Bland, Carrathol, Coolamon, Cootmundra-Gundagai, Cowra, Griffith, Hay, Hilltops, Junee, Leeton, Narranderra, Temora, Weddin, Snowy Valleys & Wentworth**. This will involve air/car travel, overnight stays in regional areas etc. With MLC covering travel, accommodation, food expenses. While much of the solicitor's actual work can be conducted remotely, by phone/email/AVL, travel will be necessary and required. Please **DO NOT** apply for this position unless you are able to meet this requirement. Applicants living in one of these regional areas are encouraged to apply, and MLC would be open to home-based work arrangements, for periods when the solicitor is not otherwise travelling. The solicitor may also be required to attend our main office, in Campbelltown, as required.
3. At least 1-2 years' post-admission experience, as a solicitor, working in one or more areas of law commonly practiced in community legal centres (e.g., family law, civil

disputes, employment law, discrimination, minor traffic offences, wills and estates, administrative law etc.).

4. Demonstrated understanding of the role and functioning of Community Legal Centres.
5. Demonstrated understanding of and commitment to social justice issues and those experiencing economic, social, and cultural disadvantage and lack of access to legal services.
6. Demonstrated understanding of cross-cultural factors across a broad range of social issues.
7. High-level oral and written communication skills including advanced ability to work in an electronic environment.
8. Capacity to develop and deliver community legal education materials to community groups and workers.
9. Commitment to social justice and capacity to participate in law reform activities.
10. Awareness of issues facing women who deal with domestic and family violence issues and an empathy in dealing with this client group on the phone and face-to-face.
11. Understanding of issues facing Aboriginal and Torres Strait Islander people and ability to work effectively with this client group.
12. Excellent time management skills.
13. Capacity to work unsupervised.
14. Demonstrated high-level interpersonal skills, and ability to work as a member of a team.
15. Demonstrated ability to comply with MLC COVID-19 vaccination policy, and willingness to comply with MLC vaccination policies and/or policies of partner services, as they may apply from time-to-time.
16. Driver's licence, and access to vehicle with comprehensive insurance cover, for work travel purposes.

## Applications

If you're interested in applying, please send us your resume, and a cover letter addressing the required selection criteria. Applications and questions should be sent to [macarthur\\_admin@maclegal.net.au](mailto:macarthur_admin@maclegal.net.au). Please use reference '**Generalist Solicitor – Western Region**' as your subject heading. Further information about our services can be found at [www.maclegal.net.au](http://www.maclegal.net.au). Applicants who are interested in part-time/job share arrangements should clearly state this in their application materials and indicate their preferred weekly hours/availability. **Applications close on 15 March 2023.**

