

SENIOR SOLICITOR RECRUITMENT PACKAGE

ABOUT RAILS

The Refugee and Immigration Legal Service (RAILS) is a community legal centre based in South Brisbane. For over 40 years, RAILS has provided free legal assistance and education in immigration and refugee law to people in Queensland.

RAILS assists some of the most vulnerable people in our community, predominantly refugees, asylum seekers and people who have experienced family violence. RAILS strives to empower them and help them find and remain in safety.

RAILS is a member of Community Legal Centres Australia and is registered as a Charity with the Australian Charities and Not-for Profit Commission.

ABOUT THE POSITION

Job Title	Senior Solicitor (unrestricted practicing certificate required, post admission experience five years plus preferred)
Hours	Full-time preferred, 2 year contract
Salary	Social, Community, Home Care and Disability Services Industry Award Level 6: From \$102,504 plus additional 11% superannuation
Responsible to	Senior Supervising Solicitor
Direct reports	Early career lawyers, paralegals, legal volunteers, law students
Work arrangements	In person from RAILS office in South Brisbane. WFH for part of the working week is an option

RAILS is seeking a senior solicitor on their unrestricted practicing certificate. Immigration law experience is preferred with in-depth knowledge and experience representing clients in the following areas highly desirable:

- Onshore protection (Department and Tribunal level) including complex matters;
- Family violence provisions in the Migration Regulations (Department and Tribunal level); and
- Judicial review of Migration and Refugee matters.

The senior solicitor will provide assistance to people seeking asylum and work on complex protection visa matters at both the Department and Tribunal levels. They will also provide advice and representation to people relying on the family violence provisions in the Migration Regulations. This role is of fundamental importance to the delivery of excellent legal services by RAILS and contributes to positively changing clients' lives.

RAILS requires a dedicated, flexible and positive professional who enjoys providing high quality legal services to migrants, refugees and asylum seekers and who is able to effectively communicate with people who are culturally and linguistically diverse and who experience several layers of disadvantage.

KEY RESPONSIBILITIES

The items listed are indicative and not exhaustive.

Provision of client services, including:

- a. Providing high-quality discrete legal assistance and representation services, both by telephone and face-to-face, in the area of immigration and refugee law, including clients with complex legal needs.
- b. Making referrals to other service providers where appropriate
- c. Managing a significant caseload of client matters ensuring service standards and deadlines are met
- d. Identifying and appropriately responding to the cultural needs and/or vulnerabilities of RAILS' clients
- e. Complying with the rules and requirements of relevant legal profession legislation and the Community Legal Centre's Risk Management Guide.

Management of legal data and documentation, including:

- a. Maintaining files effectively in accordance with RAILS' file management policies and Risk Management Guide
- b. Ensuring that all required legal service data are accurately recorded in RAILS' practice management tool, CLASS
- c. Adhering to RAILS' digital processes to ensure supervision of legal services are completed
- d. Assessing client's vulnerabilities and legal case merits to determine eligibility for representation services

Reporting and supervision

- a. Maintain up to date file lists and record of legal deadlines in RAILS' systems
- b. Actively participate in regular file reviews and caseworkers' team meetings
- c. Attend external supervision and/or debriefing as arranged
- d. Accept the responsibility of being a nominated person with delegated responsibilities from the principal solicitor to assist with legal service delivery.
- e. Supervise early career lawyers, secondees, paralegals and legal volunteers
- f. Supervise volunteer advisors at evening advice clinic or other clinics as required

Community Legal Education and advocacy

- a. Contributing to the preparation and delivery of community legal education sessions and materials, as required.
- b. Participating in the preparation of law reform submissions and responses to law reform proposals.

Other

- a. Accept higher duties on request to cover leave
- b. Exercising self-care and identify strategies to cope in situations of stress and pressure, as well as proactively managing own workload.

REMUNERATION AND BENEFITS

- an attractive remuneration package from \$102, 504.00 with an additional 11% superannuation;
- flexible working arrangements including the accrual of FLEX and TOIL;
- generous leave entitlements (paid parental leave, cultural and special leave provisions; portable long service leave) including additional paid leave over end of year shut down;
- attractive no cost salary sacrifice options.

DIVERSITY AND INCLUSION

RAILS is committed to being a culturally safe and inclusive organisation and has policies in place to create and maintain appropriate work practices and a respectful work environment. Aboriginal and Torres Strait Islander people and otherwise culturally and linguistically diverse people are encouraged to apply for this role.

Please let us know if you would like us to share our Cultural Safety for Aboriginal and Torres Strait Islander People Policy with you before applying for this role by emailing ed@rails.org.au with Attention Susan Hogarth: Senior solicitor position in the subject line.

If you are Aboriginal and/or Torres Strait Islander or otherwise culturally and linguistically diverse and would like to speak to us about the role requirements and your application before applying, please email ed@rails.org.au with 'Attention Susan Hogarth: Senior solicitor position' in the subject line.

This recruitment process is strictly confidential and information about your application will not be shared with anyone outside of the organisation.

SELECTION CRITERIA

- a) Holder of an unrestricted practicing certificate in Queensland or ability to immediately gain registration with 5 years post admission experience.
- b) Be registered on the High Court's Register of Practitioners.
- c) In-depth knowledge of immigration law and practice, with experience in protection visa work at the Department and Tribunal level. Additionally experience working with clients relying on the family violence provisions and/ or judicial review of migration and refugee matters preferred.
- d) Ability to advocate effectively on behalf of clients.
- e) Ability to work within the casework guidelines of RAILS, the Australian solicitor conduct rules and manage a large caseload.

f) Ability to supervise early career lawyers, paralegals, law student volunteers and university clinic students.

g) Ability to work efficiently and as an effective team member.

h) Understanding of issues facing culturally diverse communities and ability to work and communicate effectively with people from diverse cultural backgrounds.

i) Demonstrated commitment to, and understanding of, the principles social justice and the role of a community legal centre within a social justice framework.

Successful applicants may be required to complete additional clearance checks.

HOW TO APPLY

The senior solicitor position at RAILS is available for immediate start and applicants are encouraged to apply as soon as possible indicating their availability to start in the role.

To apply for the role, please provide the below documents by email to ed@rails.org.au with Attention Susan Hogarth: Senior solicitor position in the subject line.

- Cover letter addressing the selection criteria and your interest in the role (2 pages max.); and
- Your resume (CV).

Applications for this position will close at 5pm on Monday 18 December 2023. However, RAILS will begin assessing applications on receipt. RAILS anticipates notifying short-listed applicants prior to the end of year closure with interviews to be scheduled on 9 January 2024.

It is anticipated that further opportunities to become part of the RAILS legal team will become available in the first few months of 2024 and a merit list will be compiled from the application process.

Any questions about this position should be directed to ed@rails.org.au email address including 'Attention Susan Hogarth: Senior solicitor position' in the subject line. Susan Hogarth, senior supervising solicitor, will be the contact person for this position and she will be available to discuss further details about this position as required.