

Position title	Criminal/Traffic Lawyer
Level	MLC Level 4 – 6 depending on prior experience
Reports to	Managing Principal Solicitor
Staff Management	N/A
Type/Hours	Full-time
Role overview	<p>Marrickville Legal Centre offers free legal advice and assistance to the community of the inner-west, south-west, southern suburbs of Sydney, and beyond. There are 1.5 million people living in our key catchment: that's 30 percent of Sydney's total population. Marrickville Legal Centre solicitors provide access to justice through the provision of legal services, law reform and community legal education, particularly for people who are disadvantaged by their social and economic circumstances.</p> <p>This position is specifically for the provision of legal services (legal advice, casework and representation) in the area of Criminal, Traffic and Intentional Torts Law. The position will be expected to field initial enquiries from junior lawyers, secondees, volunteers and PLTs conducting work in the area of Criminal, Traffic Law and Intentional Torts. You may be required to perform work outside of these areas from time to time.</p> <p>The role will be based primarily at the Marrickville Legal Centre's office at Illawarra Road or Addison Road, Marrickville. Duty lawyer work will also be undertaken at Sutherland Local Court (Wednesday) and Burwood Local Court (Thursday) on domestic violence list days. This position will also involve regular travel to outreach locations across metropolitan Sydney, including various courts around Sydney, and out-of-hours work to assist in delivering community legal education and regular evening advice clinics.</p>
Essential skills	<ul style="list-style-type: none"> • Admitted as a Solicitor of the Supreme Court of NSW. • Post Admission Experience – 3 - 5 years. • At least 12 months experience in criminal or intentional torts law. • Excellent communication and presentation skills and strong advocacy skills. • Experience with conducting litigation in Court in front of a Magistrate • Ability to rapidly acquire knowledge regarding the applicable law and be able to research legal issues as required. • Sound judgment and outstanding analytical skills. • Strong commercial acumen and pragmatic approach to all work • Proactive and independent attitude and result oriented approach. • Flexible, adaptable, able to challenge the status quo, and the ability to work as a team to deliver the best possible outcome for the community. • Ability to present complex legal and other information clearly, accurately and in a way that can be understood by our clients. • Ability to supervise teams, including PLTs, secondees and junior solicitors, to deliver legal advice
About Marrickville Legal Centres Goals	<p>Marrickville Legal Centre's vision is to promote social justice through the provision of free and accessible legal and related services to people who experience social and economic disadvantage. Each and every team member has a role to contribute to our strategic pillars:</p> <ul style="list-style-type: none"> • For all people: We're proud to stand alongside individuals who are disadvantaged by our justice system, helping them toward better & fairer outcomes. • For progress: We work with community partners to make sure the voices of disadvantaged people are heard in the processes that lead to policy reform. • For working together: We are proud to bring people together to promote justice and protect human rights. • For lasting change: We aim to resolve any immediate legal issues, and to link our clients to resources and services that will support them towards positive and lasting change in their lives, and in our community.

Roles and Responsibilities	
Area	Key activities
Case work responsibilities	<ul style="list-style-type: none"> • Provide high-level advice, advocacy, and casework services to MLC clients and DLS clients, in relation to Criminal, Traffic and Intentional Torts law. • Attend mentions and the preparation and appearance for hearings in the Local Court and the District Court. • May also include appearing on behalf of clients during bail applications, mentions, <i>voir dices</i>, sentencing and section 14 hearings in the Local Court, as well as appeals in the District Court. • Coordinate and deliver the Duty Lawyer Service ('DLS') at Sutherland Local Court and Burwood Local Court. • Ensure MLC is delivering legal advice to the community in line with the performance measures stipulated in the relevant service agreements. • Provide supervision, mentoring and coordination with staff and volunteers, including supervision of all casework undertaken by the Junior Lawyer – Youth Legal Service in the areas of Criminal, Traffic and Intentional Torts Law. • To manage the workload independently and efficiently. • To work closely with management to ensure alignment of priorities, case management and appropriate resourcing of such pipelines. • Organise and record all official documents required to file cases. • Manage effective communications and responsiveness with clients in relation to their cases. • Working cooperatively within a team, exchanging information, and supporting other members of the Legal team in order to ensure consistent service delivery and ability to step in to cover gaps in other jurisdictions as and when required.
Customer, stakeholder, and advocacy responsibilities	<ul style="list-style-type: none"> • Conduct community legal education (CLE) with community organisations and groups in the MLC catchment area about issues relating to criminal and traffic law matters. • Collaborating and engaging with external legal and community services providers in order to ensure advocacy of emerging and critical criminal and traffic law matters. • Direct the research, analysis, interpretation and delivery of high quality strategic and operational legal, policy, regulatory and compliance advice and support services, and resolve complex and sometimes unchartered legal issues to enable the execution of policy, program and service delivery strategies. • Anticipate and keep informed of Government direction and the implications for legislation and for organisational activities to develop and respond to legislation and generate innovative solutions to legal matters which lack precedence. • Partner with the Managing Principal Solicitor and Fundraising & Communications Manager to work towards establishing outside relationships leading to increase donations as well as advocating the Centre and maximising connections to build up MLCs reputation within the Community.
Operational responsibilities	<ul style="list-style-type: none"> • Ensure that the CLC Risk Management Guide requirements for all aspects of legal advice and casework are adhered to. • Ensure file records and statistical data on client contacts are accurately recorded. • Privacy / data protection: ensuring compliance with law and internal policies regarding client and case information. • Regulatory: ensuring your appropriate licences are obtained and maintained.
Work, Health & Safety (WH&S)	<ul style="list-style-type: none"> • Comply with the WH&S Policy and applicable regulatory and organisational WH&S rules and requirements. • Participate in WH&S training programs and take personal responsibility for own safety.

