



## Our Organisation

Thiyama-li Family Violence Service Indigenous Corporation is an Aboriginal Community Controlled Organisation and Family Violence Prevention Legal Service, which provides legal and non-legal support services to Aboriginal and Torres Strait Islander people who have experienced domestic, family and sexual violence.

Thiyama-li's mission is to empower Aboriginal and Torres Strait Islander people not to tolerate violence. Thiyama-li is a professional organisation which is transparent and ethical, while providing a trusting and culturally safe environment.

Thiyama-li provides culturally appropriate and trauma-informed legal and non-legal support services to Moree, Walgett and Bourke in New South Wales.

## Our Values

<i>Integrity</i>	<i>Leadership</i>	<i>Service</i>	<i>Impartiality</i>
<i>Accountability</i>	<i>Openness</i>	<i>Honesty</i>	<i>Respect</i>

## Role

Community Legal Education Solicitor

## Location

Based in Moree, New South Wales. Outreach to Thiyama-li's service areas.

## Salary

\$83,000 per annum + Superannuation + Salary Packaging options

## Employment Status

Full Time

## Reports to

Principal Legal Officer

## Delegations

Paralegals	Practice Managers	Community Development Officers
Client Support Officers	Administration Officers	

## Screening and other requirements

1. Admission to the Supreme Court of New South Wales
2. Employee of a Law Practice (Unrestricted) Practising Certificate with the Law Society of New South Wales
3. Admission to the High Court of Australia
4. Working With Children Check (Clear)
5. National Police Check (Clear)
6. NSW Driver Licence (Unrestricted)
7. Referee 1
8. Referee 2

**The successful candidate must provide a copy of documents (1-6) and referee contact details (7-8) prior to receiving an offer of employment. Your referees must be able to attest to your professional experience as a solicitor and to your experience delivering community legal education.**

## Workplace Health & Safety

In accordance with the *Work, Health & Safety Act 2011* (NSW), all workers are responsible for taking reasonable care to ensure that their acts and omissions are not harmful to the health and safety of themselves or others in the workplace.

Thiyama-li is committed to ensuring that adequate risk management processes are in place to prevent injury or harm to individuals, to protect assets, to protect the interests of the organisation and to limit the impact of any unavoidable risk.

We undertake our work and activities free from bullying, harassment and discrimination.

We take responsibility for performing our work and activities in a manner which ensures our own health and safety, as well as that of our co-workers and other persons who may be affected by our work and activities.

## Purpose of Role

Thiyama-li Family Violence Service Indigenous Corporation is seeking a conscientious and dedicated person to be our Community Legal Education Solicitor. **Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this position.**

Your position is responsible for delivering tailored community legal education to Aboriginal and Torres Strait Islander people that contribute to the prevention of domestic, family and sexual violence. You will deliver, with the assistance of Thiyama-li's Community Development Officers, community legal education that is culturally appropriate, evidence-based, practical and reflects regionally relevant gender roles and equality.

You record data in accordance with the National Legal Assistance Data Standards Manual in the Community Legal Assistance Services System (CLASS). You will assist with managing minor casework files, providing legal advices, performing legal tasks, and providing supervision and support for the management of minor casework files.

## Your Responsibilities

1. Act ethically, honestly and professionally, and in the administration of justice.
2. Comply with all requirements under New South Wales *Legal Profession Uniform Law and Solicitors' Conduct Rules*.
3. Ensure community legal education complies with *Legal Profession Uniform Law, Solicitors' Conduct Rules* and Community Legal Centres Australia's (CLCA) Risk Management Guide.
4. Manage your own caseload of minor casework files, provide legal advices and perform legal tasks, so that you continue practising as a solicitor.
5. Provide supervision and support in the management of minor casework files, including applications for victims support under the New South Wales Victims Support Scheme.
6. Prepare and deliver tailored community legal education to Aboriginal and Torres Strait Islander people that contribute to the prevention of domestic, family and sexual violence.
7. Review community legal education resources to ensure the law is current and correct and complies with CLCA Risk Management Guide.
8. In collaboration with Thiyama-li's Community Development Officers, engage with communities and provide community legal education focused on improved family safety outcomes.
9. Develop culturally appropriate resources and promotional materials including social media targeted at Aboriginal and Torres Strait Islander community members and other service providers.
10. Deliver community legal education in person, online and on social media.
11. Weekly collaboration with our Community Development Officers, to develop and plan a coordinated calendar of annual events for the consistent delivery of community legal education.
12. Travel to service areas of Mungindi and Boggabilla (for Moree), Bourke and Brewarrina, and Walgett and Lightning Ridge, for the purpose of providing in-person community legal education. This includes driving a Thiyama-li vehicle and staying overnight in motel accommodation.

**The responsibilities indicate the general nature of the responsibilities performed by our Community Legal Education Solicitor. It is not to be interpreted as a comprehensive list of all duties and responsibilities. Thiyama-li's Position Description will be provided to the successful candidate prior to receiving an offer of employment.**

## Essential Criteria

1. Act ethically, honestly, professionally and assertively.
2. Value transparency and accountability, cooperation and collaboration.
3. Admission to the Supreme Court of New South Wales.
4. Admission to the High Court of Australia.
5. Current Employee of a Law Practice (Unrestricted) Practising Certificate with the Law Society of New South Wales.
6. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and the issues affecting Aboriginal and Torres Strait Islander people, including domestic, family and sexual violence, care and protection of children, and underlying contributing factors.
7. Communicate appropriately and sensitively with Aboriginal and Torres Strait Islander people.
8. Provide culturally appropriate and trauma informed legal support services to Aboriginal and Torres Strait Islander people.
9. Work with Aboriginal and Torres Strait Islander victims and survivors of domestic, family and sexual violence.
10. Experience delivering community legal education in person, online and on social media, and creating community legal education resources.
11. Manage major casework, including family law and care and protection law matters.
12. Manage minor casework, including applications for victims support under the New South Wales Victims Support Scheme.
13. Manage competing priorities and deadlines, particularly in planning projects.
14. Manage legal service delivery in an efficient, productive and businesslike manner.
15. Manage conflict sensibly, swiftly and respectfully.
16. Be resourceful, proactive and solution focused.
17. Work within policy, practice, procedure and budgets.
18. Work within the law and the requirements of Community Legal Centres Australia (CLCA) Risk Management Guide or other risk management framework.
19. Work within an accreditation framework.
20. Speak and write in plain English and communicate professionally and respectfully.
21. Meet Key Performance Targets and demonstrate this beyond the use of statistics, for example, exhibits and testimonials.
22. Knowledge of CLCA Risk Management Guide.
23. Knowledge of National Legal Assistance Data Standards Manual.
24. Independently produce and manage files and documents.
25. Independently use social media platforms like Facebook and Instagram.
26. Independently use platforms such as Outlook, Zoom and Teams.
27. Independently use Community Legal Assistance Services System (CLASS), Actionstep or other practice management system.
28. Independently use Microsoft programs such as Word, Excel and PowerPoint.
29. Independently use multi-factor authentication processes such as Microsoft Authenticator.
30. Independently use office equipment such as copiers, telephones and computers.
31. Work from 9:00am to 5:00pm, Monday to Friday.
32. Current New South Wales Driver Licence (Unrestricted).
33. Current Working with Children Check (Clear).
34. Current National Police Check (Clear).
35. Travel for the purpose of delivering community legal education.

**Applicants must email the following to [jobs@thiyamali.com.au](mailto:jobs@thiyamali.com.au):**

- 1. Covering letter, no more than 2 pages,**
- 2. Resume, no more than 4 pages, and**
- 3. Response addressing Essential Criteria, no more than 6 pages. Your response must provide actual examples of your skills, knowledge and experience. It must not simply confirm you can do what the criterion says.**