

## Job Description Form

### Principal Solicitor

**Position Description Approved by:** Management Committee

**Approval date:** Monday 11 February 2019.

	<b>Position reports</b>
<b>Reports to:</b>	Management Committee
<b>Staff reports – from and to:</b>	Lawyers, volunteer lawyers, project based staff, administration staff, volunteers
<b>External - from and to:</b>	Funding agencies, regulatory agencies, philanthropic donors, community stakeholder groups

<b>Key accountabilities</b>
<ul style="list-style-type: none"> <li>• Casework, Advice and Information</li> <li>• Community Legal Education</li> <li>• Environmental Law Reform</li> <li>• Fundraising</li> <li>• Stakeholder and Community Engagement</li> <li>• Compliance, Risk and Accountability</li> <li>• Maintain Accreditation Requirements</li> <li>• Other Duties as Directed by the Management Committee</li> </ul>

<b>Key tasks</b>
<p><b>Legal Advice and Representation</b></p> <ul style="list-style-type: none"> <li>• Manage and supervise all aspects of the legal practice including ensuring that all professional indemnity insurance requirements and the National Association of Community Legal Centres' Risk Management Guide are met.</li> <li>• Provide legal advice and representation to members of the community in accordance with relevant EDOWA policies.</li> </ul> <p><b>Legal Education</b></p> <ul style="list-style-type: none"> <li>• Provide, supervise and assist with community legal education initiatives designed to promote an awareness of environmental law.</li> <li>• Present and supervise papers to seminars and workshops on pertinent legal issues.</li> <li>• Supervise and contribute to the production of legal education materials such as environmental law Fact Sheets and other publications (including newsletter).</li> </ul> <p><b>Law Reform</b></p> <ul style="list-style-type: none"> <li>• Engage with community interest groups to identify key areas in need of legislative reform.</li> <li>• Make and supervise submissions to government on relevant law reform issues.</li> <li>• Participate in law reform initiatives and government consultation processes related to environmental law, possibly including participation in stakeholder reference groups.</li> </ul>

### **Financial and Risk Management**

In consultation with the Management Committee:

- Assist with the preparation and ongoing management of the EDOWA budget.
- Ensure ongoing and adequate funding for EDOWA, including managing relationships with current funders and supporters and securing new sources of financial and in-kind support.
- Oversee the timely collection, accounting and acquittal of fees, charges, grants and other income.
- Manage EDOWA's risk register including developing and maintaining systems of internal controls to safeguard financial assets of the organization.
- Ensure appropriate policies and procedures are in place and implemented for the purposes of meeting all occupational health and safety laws.

### **Governance & Strategy**

- Coordinate the strategic and operational planning of the organisation, in consultation with the EDOWA staff and Management Committee.
- Manage regulatory and accreditation requirements, including the National Accreditation Scheme (NAS) for community legal centres.
- Facilitate the development and implementation of organisational policies with the Management Committee.

### **Funding and Communications**

- Identify and pursue potential grant and funding sources.
- In consultation with the Management Committee and EDOWA staff, develop, monitor and implement fundraising plans.
- In consultation with the Management Committee and the administrative staff, monitor membership, fundraising programs and other income sources.
- Ensure highly effective ongoing interactions with existing, potential and new members, supporters and major donors (e.g. through the website, newsletter and any relevant social media).
- Promote and publicise EDOWA, including by representing EDOWA in a range of public forums, the media and by contributing to internal and external publications.
- Program and help organise events that will develop EDOWA's support base.

### **Management; administrative, staff and financial**

- Supervise the work and performance of any employed and/or project solicitor/s, administration staff, legal volunteers and contractors.
- Oversee the running of the EDOWA office and its operations, including human resources, financial management and office systems administration.
- Prepare monthly reports to the Management Committee.
- Oversee the preparation of reports to funders.
- Liaise with the Management Committee and individual members, the Convenor and other EDOs and community legal centres.
- Participation in Management Committee sub-committees as and when required.
- Identify legal training requirements and legal research tools required for staff.
- Lead fund raising initiatives.
- Other tasks to be specified by the Management Committee.

### Key selection criteria

1. Demonstrated experience in a range of legal matters relevant to environmental law and / or related fields (including public law, mining law, land use law). Litigation casework experience desirable.
2. Minimum of 5 years of post-admission experience as a barrister or solicitor.
3. Holds, or is eligible, to hold a WA legal practice certificate.
4. Demonstrated ability to supervise junior legal staff and volunteers.
5. Strong oral and written communication skills.
6. Demonstrated understanding of financial management as it applies to management of the day to day activities of a legal practice.
7. Experience in the administration of a legal practice.
8. Demonstrated interest in the not-for-profit sector, pro bono legal work, and/or social justice.
9. Experience in engagement with stakeholders (e.g. members of community-based organisations) (desirable).

### The Person:

The Management Committee of the EDOWA is seeking a charismatic individual with vision and breadth of capability. The Principal Solicitor should be quick-witted and adaptable. A self-starter by nature the Principal Solicitor will be able to lead from the front and enthuse others with her/his view of the future direction of the EDOWA. The ideal candidate for this role will have an approachable personality and be at ease in the presence of the many varied people that the organisation interacts with from the members, donors, clients and stakeholders through to policy and decision makers within industry and government.

Amenable and articulate, this person will exude natural leadership and will align him or herself with the values of the EDOWA and therefore be an ambassador and an able spokesperson for it.