



POSITION DESCRIPTION	
Organisation Objective	Queensland Indigenous Family Violence Legal Service (QIFVLS) is committed to assisting Aboriginal and Torres Strait Islander peoples who are victims of family violence and/or sexual assault. We do this by delivering culturally appropriate and free legal, support services and community education programs.
Position Title	Supervising Solicitor
Location	Cairns
Division	Legal
Reports to	Principal Solicitor
Award and Classification Level	Common Law
Position Purpose	The Supervising Solicitor is responsible for overseeing the legal practice for their office[s] and for providing high quality legal representation and advice to clients, in the family law jurisdictions.
Responsibilities	<ul style="list-style-type: none">• Member of the Management team responsible for operational business objectives.• Communicate the operational business plan to the team, clarifying expectations, KPIs and targets.• Lead by example, treating stakeholders and colleagues with respect and tact, encouraging a collaborative and supportive team environment.• Supervise, support and guide the team to ensure that Aboriginal and Torres Strait Islander peoples who are victims of family violence and/or sexual assault are provided with quality legal services, representation, advice and casework.• Review and monitor the team's productivity and the quality of advice administered by reviewing stakeholder and client feedback, CLSIS and travel plans.• Lead by example, promptly responding to all written and telephone communications.• Manage and monitor the team's electronic files, as well as own, ensuring that they are all up-to-date and accurate.• Manage and monitor the team's client files and other documents, as well as own, ensuring that they are well organised and displayed, and comply with all internal and external procedures and requirements.• Draft business reports and submissions.• Manage and monitor the team's achievement of performance targets and agreed standards.• Network and liaise with community organisations, men's and women's groups, legal service providers, government departments and community justice groups to enable QIFVLS to effectively promote its services.• Represent QIFVLS within the community by attending and presenting at meetings, functions and forums in a manner consistent with QIFVLS' professional standards and code of conduct.• Develop and facilitate community legal education programs.• Regular and extensive travel.• Perform other related duties as required.

Selection Criteria	<ul style="list-style-type: none"> • Tertiary qualified in Law. • Admission as a legal practitioner within the State of Queensland. • Holder of (or eligibility for immediate acquisition of) a current unrestricted Practising Certificate. • Demonstrated expertise in QIFVLS practice areas; Family Law, Child Protection, Family and Domestic Violence and Victims Compensation and Assistance. • Proficiency with the Family Law Act 1975 and relevant amendments. • In-depth knowledge of legal developments within QIFVLS practice areas • Demonstrated leadership and people management skills, including the ability to motivate both legal and non-legal employees to achieve defined business objectives. • Proven experience in maintaining and encouraging best practices in the delivery of legal advice, information and casework services. • Proven legal experience including file management, case negotiation, initiating or defending court actions and court representations. • Highly developed communication skills, both written and oral. • Excellent stakeholder management and negotiation skills. • Demonstrated cultural sensitivity and understanding of the issues faced by Aboriginal and Torres Strait Islander peoples in remote communities. • Holder of a current Queensland driver's license. • Holder of a Working with Children Blue Card or the ability to obtain one. • Willingness to undertake a National Police Clearance check.
Workplace Health and Safety	The employee shall comply, as far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and QIFVLS Workplace Health and Safety Policies and Procedures and must comply with instructions given by their Manager and/or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

We have reviewed and agree that this is an accurate Position Description as at the date of signing.

Employee Name

Signature

Date

Supervisor/Manager Name

Signature

Date

Updated February 2016