

IARC SOLICITOR OPPORTUNITY

Do you want to assist vulnerable migrant workers?

The Immigration Advice and Rights Centre (IARC) IARC helps vulnerable people navigate Australian immigration law. We are a specialist community legal centre that provides free advice to disadvantaged migrants as they experience the Australian immigration system.

We are seeking a Solicitor to work on a new service aimed at vulnerable migrant workers. This is a newly created position and is initially for 12 months full-time. Salary is SCHADS level 5 (\$76,843-\$80,273) depending on level of experience, plus leave loading and superannuation. Salary packaging is available.

You must have at least two years post admission experience and be a registered migration agent. Experience with work visas is desirable. You will be required to work compassionately with people who are disadvantaged and from Culturally and Diverse backgrounds. You will be working within a small, passionate team in the Sydney CBD. As this is a new area of work for IARC, you will have the opportunity to take initiative and make a real contribution to the establishment of this service. Some intrastate travel will be required.

Does the position sound like you?

Contact Ali Mojtahedi, Principal Solicitor, on (02) 8234 0700 to have a chat about the role.

Apply by sending your CV and a document addressing the selection criteria (at 7. *Knowledge, Skills and Experience* of the job description) to sabina.wynn@iarc.asn.au

Applications close 25 February at 9am.

Job Description

Position: Solicitor
Accountable to: Principal Solicitor

1. Purpose of the Position

Provide legal advice and casework to vulnerable migrant workers in NSW. This is a newly created position and is initially to undertake a pilot project in partnership with Unions NSW for a period of 12 months. Depending on the outcomes of the pilot, there is the potential to see the project continue.

2. Organisational Environment

The Immigration Advice and Rights Centre's vision is for an Australian immigration system that is just and equitable. We work strategically to improve the quality and fairness of vulnerable migrants' experiences and outcomes throughout the Australian immigration system. IARC helps vulnerable migrants navigate Australian migration law through the provision of free legal information, advice, casework, community legal education (including education and training) and law reform and policy advocacy. IARC routinely collaborates with

other organizations in the legal and social justice/human rights sector on individual matters and on systemic issues.

We are a specialist, non-government organisation, Community Legal Centre with over 30 years' experience in migration law and policy. All of our solicitors are Registered Migration Agents. We routinely work with people who experience complex disadvantage, who may be homeless; are victims of domestic violence; have suffered torture and trauma; have special needs; or cognitive impairment or other health issues. IARC is the only state wide specialist community legal centre that provides legal assistance to women (and their children) and increasingly on partner visas where there is domestic and family violence.

3. Your Major Accountabilities

- Provide face to face and telephone advice to vulnerable migrant workers;
- Undertake limited legal casework, including taking instructions, legal research, assessment, providing advice, representation and general advocacy to achieve positive outcomes for the project's clients;
- Contribute to the development of the service and its promotion to achieve identified outcomes;
- Participate in the delivery of IARC training and information sessions to Unions NSW delegates to help promote the service;
- Provide regular reports to the Centre Director and Principal Solicitor to ensure the Project's Steering Committee and IARC's Management Committee have sufficient information to understand and properly assess the progress of the project.

4. Key Communications

Internally The Solicitor will be supervised by IARC's Principal Solicitor. The Solicitor will also work with volunteers at IARC who will assist with administrative matters within the project. The Solicitor will participate in the project's Steering Committee to assist with project planning, development and delivery.

Externally The Solicitor will meet with delegates of Unions NSW around the state and will meet with their clients (vulnerable workers) to provide advice. The Solicitor may also work with translators to facilitate the provision of legal advice and support services for clients.

5. Decision Making

The Solicitor exercises initiative and judgement and manages their own workload. The position is responsible for the day-to-day management of their client files including drafting correspondence to clients, the Department of Home Affairs and the Tribunal, in accordance with Legal Practice Manual and the *Legal Profession Act*.

Strategic decisions about the direction of client matters and advice to clients are discussed with the Principal Solicitor, as are ethical and professional issues such as conflicts of interest and complaints. Decisions about what client matters are taken on by IARC and decisions with financial implications are also referred to the Principal Solicitor.

6. Key Challenges

- Managing the emotional impact of working with vulnerable clients;
- Managing workload;
- Working on a new project in development will require initiative, self-motivation, excellent organizational skills and patience.

7. Knowledge, Skills and Experience

1. Holds or is eligible for an unrestricted practicing certificate in NSW and be registered as a migration agent with two years post admission legal experience.
2. Well-developed interpersonal skills and the capacity to develop formal and informal relationships and networks in order to engage and build rapport with vulnerable migrant workers, and stakeholders, in particular Unions NSW and their delegates.
3. Writing skills for the drafting of legal correspondence, and to prepare reports and other publications.
4. Capacity to deliver information and training about the project and IARC's work.
5. Demonstrated understanding of issues facing socially and economically disadvantaged people and people from Culturally and Linguistically Diverse Backgrounds.
6. Demonstrated ability to take initiative, organize your own workload, prioritise and juggle multiple tasks.