



Position Description

Position Title	Generalist Solicitor
Directorate	Community and Wellbeing Services
Reports to	Principal Solicitor and Manager Community Legal Centre NSW
Date of Job Description	19/06/2025
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Full-Time Fixed Term Contract
Salary	This position is classified as Band 6 – Specialist Staff, with a salary range of \$88,378 - \$105,047, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time position. Work outside normal office hours may be required.

Position Objectives

The Mallee Family Care Community Legal Centre is seeking an experienced Generalist Solicitor to join their dynamic Legal Team focusing on access to justice issues, social justice and human rights. The MFCCLC is delivered to the Northern and Southern Mallee of Victoria, South West New South Wales and Far West NSW.

The MFCCLC Far West NSW program offers a range of services such as generalist, family law and/or family/domestic violence, outreach and duty lawyer services at the Broken Hill Local Court and Wilcannia court for minor traffic, tenancy matters and Domestic Violence orders. To do this the service provides free legal information, advice and casework to people living across the Far West (including Broken Hill LGA, Central Darling LGA and unincorporated areas that comprise of the Far West).

The service will also provide outreach services to Wilcannia, Menindee, Ivanhoe, Tibooburra and White Cliffs.

The Generalist Solicitor will be part of the wider MFCCLC team located across sites in the Mallee (Vic and NSW) and Far West NSW including remote workers. This role will work with those most vulnerable in the community and to be responsive to community legal needs is required to be onsite in Broken Hill for face to face service delivery. The MFCCLC also provides community legal education and engages in law reform activities to address postcode injustice and access to legal services as a human right.

The Community Legal Centre (CLC) team consists of legal and non-legal staff and is part of the 'Community Mental Health and Wellbeing Services' Directorate within Mallee Family Care, all working together to provide supportive programs for our community.

Key Responsibilities & Duties	Performance Expectations
To provide a high quality, free and accessible legal services in the Far West region which will empower and support communities in the resolution of legal problems and stimulate a clearer understanding of the legal system.	Participate in the Legal Service roster of client call backs and appointments, providing free legal advice and/or assistance as directed by the Manager who coordinates service delivery. Work together with the team, including non-legal team members, to ensure vulnerable and disadvantaged clients receive legal information and advice and are linked to other services where necessary. Deliver legal services in line with the programs formal casework guidelines and as directed by the Principal Solicitor who oversees the legal practice requirements. Provide a Duty Lawyer service for court, as determined by the Principal Solicitor and rostered by the Manager. As part of the wider MFCCLC team this role may also assist with other communities' legal needs and as such work at other sites as negotiated.
To use community legal education to give the people of the Far West region and surrounding areas a better understanding of the role of the MFCCLC and of the legal issues that are important to them.	Develop and deliver (jointly) legal education sessions as required for making the law 'accessible'. Identifying legal issues from casework practice is integral to providing relevant education sessions for community. Work closely with the Principal Solicitor and Manager to identify topic/matter areas and deliver sessions.
To promote and deliver the Mallee Family Care Community Legal Centre (MFCCLC) to the isolated and remote areas of the region.	Attend outreach locations regularly to provide legal services and continue to develop community networks for the service to remain up to date with legal issues and extend its reach.
Ensure case practice and compliance with professional and ethical standards in accordance	Casework file maintenance in line with program standards, casework guidelines and program

with the provisions of the Legal Profession Uniform Law as amended.	<p>manual requirements as monitored by the Principal Solicitor.</p> <p>The Principal Solicitor and Manager liaise closely across the CLC teams to ensure the service is compliant with NAS Accreditation standards as overseen by the Executive General Manager.</p> <p>Ensure compliance with practising certificate requirements, including cpd points are met.</p>
Provide legal advice and case work including face to face client appointments, online and telephone call back appointments as per the policies and guidelines of the MFCCLC.	<p>Meet client targets as per the Funded Service Agreement from NSW Legal Aid and in line with Risk Management Guidelines from CLC Australia and direction from CLCNSW.</p> <p>Reporting as monitored by the Principal Solicitor, Manager and Executive General Manager.</p>
Collect data and prepare reports in accordance with the requirements of Mallee Family Care and the program funding body, using the MFCCLC Data collection Program required.	<p>Data collection and maintenance of client advices and client files as per program requirements and database needs.</p> <p>Provide case studies for reporting as requested.</p> <p>Data is completed in a timely manner with typed file notes.</p> <p>All data in line with the National Legal Assistance Data Standards Manual as per the NAJP Agreement and as directed by the Principal Solicitor, Manager and Executive General Manager.</p>
Work as a team member in a community based organisation and to exercise high levels of independence and autonomy.	<p>Attend team meetings and casework meetings.</p> <p>Present to the team shared learnings from any professional development attended. Document any community events attended or projects undertaken as per Manager direction.</p>
Provide input into service user feedback processes and regular program evaluation feedback.	<p>Ensure all clients are given the opportunity to provide feedback and follow the outcomes measurement processes as directed by Manager and assist Administration Officer to send these by text/email/post.</p> <p>To ensure quality management principles as per Standards and program manual requirements.</p>
Participate and contribute to relevant aspects of policy development in line with funding reporting requirements and CLC Standards, including audit requirements.	<p>ISO audits internal and external as a program of MFC compulsory.</p> <p>May attend, participate and contribute to CLC Australia National Accreditation Standards audit accreditation, CLC NSW, NSW Legal Aid reviews also.</p> <p>Participation in annual cross check as required and directed by Principal Solicitor.</p>

To prepare written reports when required.	As directed by Manager or Executive General Manager contribute to reporting. Special projects may be undertaken as identified and directed.
To maintain confidentiality and exercise discretion.	Professional behaviours demonstrated, courteous responses to clients and staff enquiries and follow-up.
Participate in relevant training and workshops.	As per performance review. Participate in relevant training for the position.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

Qualifications and Experience:

- The person employed as a Generalist Solicitor will be expected to have specific skills and the required knowledge to undertake a specialist role within the organisation.
- A current practising certificate in New South Wales is required or eligible to obtain same.
- Admission as a legal practitioner in any state in Australia, along with demonstrated relevant experience; (2) two years post admission preferable, however, (1) one year post admission will be considered.
- A current drivers license, a willingness to travel and preparedness to be accommodated overnight when required.

Key Selection Criteria:

Applicants are invited to submit their application addressing the following selection criteria:

- Ability and experience to perform a range of legal services, including but not limited to Credit and Debt matters, Crime/Minor Traffic and Tenancy issues, Family Law, Civil Law, Employment Law, Welfare Rights and Family/Domestic Violence.
- Have a commitment to social justice and law reform.
- Experience in providing legal services to disadvantaged people, including but not limited to an ability to identify and understand issues affecting disadvantaged clients, such as Indigenous people and people from non-English speaking backgrounds.
- Demonstrated experience in drafting court documents/applications.
- Demonstrated experience representing clients in courts and tribunals.
- An understanding of the role and challenges of a community legal centre operating in a rural setting. Experience working at a community legal centre will be highly regarded.
- Proven written and verbal communication skills including the ability to communicate with a diverse group of clients and stakeholders.
- Ability to work as a team player to accomplish goals.
- Ability to balance competing priorities.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Executive Director People, Culture and Performance, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

Mallee Family Care is committed to building an organisation that reflects the diversity of the communities we support.

As an Equal Opportunity employer, we invite applications from people of all walks of life. Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse (CALD), LGBTQIA+, and people living with a disability are encouraged to apply for our roles.

As a Child Safe Organisation, we undertake a range of pre-employment screening checks to ensure all candidates are suitable to work for Mallee Family Care. This includes reference checks from your current or most recent employer and probity checks (National Police Check, Working with Children Check Vic & NSW and NDIS Worker Clearance).

We go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

By submitting this job application, you acknowledge and accept Mallee Family Care's policies related to pre-employment screening checks and understand appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment