PIAC Professional Legal Training Placement
Volunteer Position
Job Description

The Public Interest Advocacy Centre (PIAC) is an independent, non-profit law and policy organisation that works for a fair, just and democratic society, empowering citizens, consumers and communities by taking strategic action on public interest issues. PIAC conducts this work using a multi-disciplinary team approach, using legal, policy, communication and training strategies across a range of projects and developing partnerships with community organisations and other agencies.

The major projects currently being undertaken by PIAC with a strong legal component include the generalist strategic litigation practice and the Indigenous Justice Program.

PIAC's strategic litigation team conduct high impact strategic litigation that achieves positive outcomes for significant groups of disadvantaged people. We bring test cases that create important legal precedents that protect human rights and promote social justice for disadvantaged people.

The Volunteer Professional Legal Training Placement contributes to the provision of a successful, innovative, and responsive legal practice through assisting with PIAC's telephone information and advice service and with PIAC's litigation and associated policy and law reform, training and administrative work.

Relationships

The legal practice is made up of a Principal Solicitor, five Senior Solicitors, a two Legal Secretaries and Professional Legal Training Placements.

The Principal Solicitor is responsible for the legal practice, including all decisions affecting the practice and supervision of all lawyers and legal staff.

A Senior Solicitor is responsible for the day-to-day supervision of Professional Legal Training Placements and the operation of the Professional Legal Training Placement Program.

Professional Legal Training Placements may be required to undertake work for and under the supervision of all lawyers engaged in the legal practice.

Decision - Making

The Principal Solicitor is ultimately responsible for the conduct of the legal practice. Issues relevant to the legal practice are discussed at legal practice meetings that all members of the legal practice attend.

Tenure

The Professional Legal Training Placements are required to work at least of three days per week for a minimum of 60 days. However, we are open to requests for flexible working arrangements.

This is an unpaid position.

Major Accountabilities

- Answer telephone enquiries from clients and potential clients;
- Assist with casework under the supervision of Solicitors, including taking instructions, drafting correspondence, preparing documentation, undertaking legal research and assisting in court;
- Conduct research to assist staff with casework and policy projects;

Selection Criteria

- Good telephone manner and an ability to deal effectively with people at all levels;
- Sound time-management and organisational skills;
- Legal research skills
- Understanding of legislative and law reform processes;
- Writing skills to enable drafting of research reports and legal documents;
- Demonstrated understanding of the issues facing socially and economically disadvantaged people and of public interest concepts;
- Demonstrated ability to work co-operatively as part of a team.

Applications

All applications must address the selection criteria and should be sent:

By post to:
Operations Manager
Public Interest Advocacy Centre
Level 5, 175 Liverpool St
Sydney NSW 2000

By email to:
jobs@piac.asn.au

Closing Date: 5PM, 12 October 2018