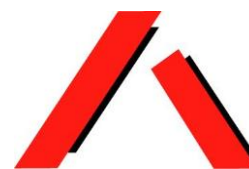


Position Title	Principal Solicitor Human Rights Advocacy Practice
Location	Queensland Advocacy Inc. Level 2, 43 Peel Street, South Brisbane, Meanjin Qld 4101
Industrial Instrument	Social, Community, Home Care & Disability Services Industry Award 2010 (SCHDS Award)
Classification	Minimum Level 7, negotiable
Full Time/Part Time	Full time or Part Time
Position Reports to	Chief Executive Officer



Queensland Advocacy for Inclusion

Advocacy for people with disability.

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1. Queensland Advocacy Incorporated Values

All employees of QAI must have a commitment to the values and philosophies of Queensland Advocacy Inc (QAI) and work to promote and implement those values and philosophies when conducting activities and actions related to their position.

2. Organisational Context

QAI is an independent, community-based advocacy organisation for people with disability. QAI's mission is to promote, protect and defend, through advocacy, the fundamental needs, rights and lives of the most vulnerable people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

- taking positive, ethical action,
- being on the side of people with disability,
- being understanding of their position and vulnerability,
- being independent with minimised conflicts of interest,
- focussing on fundamental needs, welfare and interests,
- doing advocacy with vigour and a sense of urgency,
- remaining loyal and accountable over time.

People involved with QAI therefore believe that people with disability:

- are as valuable as any other human beings, regardless of what they can or cannot do,
- need to live well and have the same opportunities in life as other people,
- are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities,
- should not be segregated, congregated or isolated on the basis of disability.

3. Position Statement

The Principal Solicitor is responsible for supervising and managing the staff and activities of QAI's Human Rights Advocacy Practice. The Principal Solicitors are the Responsible Persons appointed by QAI pursuant to the NACLC Risk Management Guide and have the role, responsibilities and accountability as set out in that document, including endeavouring to ensure compliance by all QAI staff.

The Principal Solicitor will support the provision of legal advice and casework within the scope of QAI's legal services, including in relation to the *Human Rights Act 2019* (Qld), *Anti-Discrimination Act 1991* (Qld), *Guardianship and Administration Act 2000* (Qld), *Mental Health Act 2016* (Qld), *Forensic Disability Act 2011* (Qld), *Disability Discrimination Act 1992* (Cth).

Key Position Responsibilities and Accountabilities:

- Responsibly manage the Human Rights Advocacy Practice as Principal Solicitor as required by the National Association of Community Legal Centres' Risk Management Guide.
- Be responsible for supervision and performance appraisal of individual advocates.
- Provide oversight and advice to Human Rights Advocacy Practice Advocates regarding their advocacy work, including but not limited to any legal issues arising from their files, entries to CLASS and DEX databases, limitation dates and any recorded information, advice and referrals.
- Supervise the QAI systems advocacy team, providing information (including case studies), advice and support to respond to inquiries, and make submissions.
- Ensure the efficient and effective operation of Human Rights Advocacy Practice and endeavour to ensure that services are delivered to the highest possible standard.
- Provide strategic direction, planning and guidance for the Human Rights Advocacy Practice in conjunction with the CEO.
- Strive to satisfy funding obligations and identify new funding opportunities.
- Provide via various means (in person, by telephone, email, mail, video conference etc), information, referral, advice and discrete task assistance to clients.
- Perform legal representation on behalf of Human Rights Advocacy Practice clients with matters before the Mental Health Review Tribunal (MHRT), the Queensland Civil and Administrative Tribunal (QCAT), the Queensland Human Rights Commission (QHRC) and the Australian Human Rights Commission (AHRC), the Disability Royal Commission (DRC) and other courts and tribunals as required.
- Provide information and referrals to other legal, welfare and community services, including the provision of community legal education events and material.
- Plan, co-ordinate, and promote best practice in service delivery, including through development of service resources, contributing to team discussions, and collaborating with external stakeholders.
- Conduct strategic test cases from a human-rights perspective to achieve or promote systemic reform of laws and services impacting on people with disability.
- Identify issues requiring systemic reform (including law reform) in relation to the rights of people with disability.
- Preparation of submissions, brochures, discussion papers, reports, self-help kits, newsletter contributions and other publications within the expertise and responsibilities of the position.
- Prepare reports as required relating to service activities, administration, staffing, budget, implementation of strategic plans and other relevant matters.
- Keeps informed and monitors service delivery KPI's to ensure the Human Rights Advocacy Practice is meeting all defined targets.

General

- Comply with the code of conduct and ethics and confidentiality requirements of QAI and with the National Disability Service Standards.
- Demonstrate commitment to QAI's values and beliefs and the principles and elements of social advocacy.
- Undertake duties and required training for the program in keeping with QAI's procedures, guidelines and statutory requirements.
- Keep informed of current government and community attitudes and policies and their effects on the lives of people with disability.
- Ensure that client files and records are kept and maintained in accordance with the requirements of the National Association of Community Legal Centre's Risk Management Guide and QAI's policies and procedures, including appropriately utilising CLASS and Office 365.
- Participate in staff meetings, planning workshops and other meetings in connection with the operation of client services and QAI.
- Performing various tasks including maintaining client databases (CLASS), QAI's electronic filing systems, Microsoft 365 and its integrated apps and perform work including drafting legal correspondence, advice letters and preparing legal documents.
- General office teamwork and assistance.
- Undertake own word processing and administrative tasks.
- Carry out any additional duties within the scope of the position as directed by the CEO.

4. Requirements of the Position:

Values, Skills, Knowledge:

- highly developed legal casework, advocacy and negotiation skills
- excellent written and oral communication skills to a wide variety of audiences, including to people with mental illness, intellectual disability and cognitive impairment
- highly developed organisational skills to identify priorities, manage workload, and maintain records within a resource-poor community-based service
- good knowledge of the welfare and/or disability sector/s with understanding of the vulnerabilities experienced by people with disability

Relationships

- ability to work independently or collaboratively as part of a team to achieve positive outcomes
- ability to collaborate with external stakeholders and build long lasting partnerships
- ability to work non-confrontationally, yet reason and argue assertively on important issues on behalf of people with disability
- ability to exercise initiative and judgment within the sphere of work to plan, coordinate, implement and evaluate work in a strategic way
- driven by integrity, responsibility, accountability, attention to detail and pride in work

Essential

- experienced, unrestricted lawyer with at least five years' experience in legal practice in Queensland, or extensive management experience

- experience in a supervisory role in legal practice and the ability to manage effectively
- strong commitment to human rights, social justice and diversity
- demonstrated ability to establish and develop projects
- excellent interpersonal & verbal communication skills including the ability to communicate sensitively with staff, clients and other people from diverse backgrounds
- highly developed conceptual and written skills with the ability to analyse the big picture and relate this to individuals' lives
- criminal history screening clearance
- current Queensland drivers' licence and ability to travel

Desirable

- previous experience at a Community Legal Centre and/or with the Community Legal Assistance Services System (CLASS), would be advantageous