



## POSITION DESCRIPTION

<b>Position title:</b>	Solicitor
<b>Reports to:</b>	General Manager
<b>Purpose:</b>	To act as an advocate for young people through the provision of legal information, legal assistance, representation and law reform.

### Duties and responsibilities

The position includes the following duties and responsibilities, and any duties and responsibilities reasonably incidental to those.

### Legal Advice

All duties and responsibilities listed below will be carried consistently with the Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008 and YouthLaw's Supervision Policy and Guidelines:

1. Act as an advocate for young people.
2. Provide accurate legal information, advice, assistance and representation to young people or those assisting them through YouthLaw's advice line and/or other services that YouthLaw may develop from time to time in accordance with our operating policies and guidelines and consistently with funding requirements and limits.
3. Maintain and manage client files including prioritising workload and meeting deadlines, and obtaining sufficient information to meet reporting requirements.
4. Supervision of junior solicitors, law clerks, volunteers and other staff consistently with YouthLaw's supervision policy and guidelines.
5. Assist with the recruitment, management and training of volunteers at the request of the General Manager.

## **Legal Information & Education**

In coordination with the LRE Coordinator and other members of the Legal Team as appropriate:

1. Assist with the development of new legal information publications and updating existing publications, including material published on-line.
2. Developing and acquiring appropriate and relevant educational resources for use by CLC's nationally to delivery LRE sessions to children and young people and those who work with them; ensuring resources are current and accurate.
3. Promoting YouthLaw's legal education sessions, resources and current projects and areas of work through networking, community development activities and fostering links with external partners.
4. Utilising feedback about resources and educational sessions to improve resources and sessions, and to inform future resources and sessions in content, focus, delivery, location, and recipient communities.
5. Undertaking administrative duties including but not limited to recording and reporting on legal information distribution, adequate and transparent budgeting, and the ongoing organising and coordinating of education sessions and other activities.
6. From time to time at the request of the LRE Coordinator - delivery of educational sessions to children and young people and those working with them.

## **Law Reform & Media**

1. Participate in law reform activities and advocate for children and young people with key government stakeholders from time to time.
2. Provide media commentary when required and where authorised by the General Manager, including contributing to radio, TV programmes and providing written articles to appropriate publications.

## **ADDITIONAL RESPONSIBILITIES**

1. Participate in strategic planning, creation of annual operational plans and co-design / reviews of YouthLaw's legal service delivery.
2. Participate in special projects from time to time.
3. Consult with and/or gain membership of special interest groups that aim to further the interests of children and young people.

4. Complete training, either in house or through external providers as directed by the General Manager.
5. Act at all times in compliance with the Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008.

## **PERSONAL ATTRIBUTES**

1. Have a current practicing certificate as a Barrister & Solicitor of the High Court of New Zealand and will ideally have 1 to 3+ years post-admission practice experience.
2. Be familiar with, and committed to, YouthLaw's Vision, Strategic Plan, the UN Convention on the Rights of the Child and Te Tiriti o Waitangi.
3. Have or be able to quickly develop an understanding of Youthlaw's main practice areas: employment, education, family, criminal and human rights.
4. Able to communicate clearly and appropriately, both orally and in writing, whilst maintaining excellent working relationships.
5. Be able to prioritise workloads at any given time.

## **WORKING CONDITIONS**

1. Be part of making a real difference to children and young people in Aotearoa / New Zealand.
2. Friendly and supportive team environment with generous leave entitlements.
3. A healthy work / life balance is encouraged.
4. From time to time the Solicitor may be required to work outside of ordinary office hours and on the weekend. If this occurs, Time Off in Lieu (TOIL) is available.