



Position vacant

Litigation Solicitor

The Law Society of New South Wales is looking to employ a Litigation Solicitor, Investigator of Unqualified Practice in its Professional Standards Department on a full time, permanent basis.

Responsibilities

Critical to the regulatory function of the Law Society of New South Wales [the Law Society], this role uses the investigative and remedial powers conferred by the *Legal Profession Legislation (Legislation)* to ensure that those offering legal services in this jurisdiction are properly qualified to do so. In addition, the Litigation Solicitor takes instructions from the Council of the Law Society [the Council] in the exercise of its protective function. The incumbent must exercise judgement, set priorities and schedule work to meet deadlines, at all times adopting the standard of the model litigant.

Key Accountabilities

- Investigate notifications of unqualified practice. Take action to ensure unqualified practice ceases either by compliance with given undertakings by the lay person, injunction or prosecution under the Legislation.
- Prepare advices for and accept instructions from the Professional Conduct Committee [PCC] with delegated powers from the Council.
- Prepare responses to subpoena served on the Law Society and appear on return dates
- Expeditiously peruse, analyse and master facts and issues in external interveners' reports, Council's instructions and counsel's advice.
- Advise professional staff in the Professional Standards Department [PSD] in respect of matters referred for litigation.
- Prepare proceedings before the Courts and NSW Civil and Administrative Tribunal [Tribunal], including draft, settle and file Applications and other initiating process, subpoenae, evidence and Instruments of Consent, receivership orders; research relevant legislation and cases, prepare submissions, appear in the Courts and Tribunal, brief counsel when approved, marshal witnesses, complete itemised bills for recovery of costs.
- Notify stakeholders of court orders in a timely fashion.
- Establish and maintain effective working relationships with the Director Professional Standards Litigation Manager, Complaint Investigators, External Intervenors and the Office of the Legal Services Commission.
- To assist generally in the duties performed by solicitors of the Professional Standards Department.
- Assist the Litigation Manager and Director Professional Standards with ad hoc project work and initiatives as required.



To secure this position applicants will need legal qualifications, admission as an Australian Lawyer, a current NSW practising certificate and extensive relevant litigation experience. Applicants will possess a thorough understanding of the privileges and responsibilities that attend a solicitor in practice, together with the knowledge and practical skills of identifying a relevant breach of the law and litigating that breach with a view to protecting members of the public from similar breaches by other lay associates or solicitors.

Applicants will have the ability to appropriately prioritise cases, gather and analyse the right information to identify issues; and identify and present the most probative evidence to prove assertions. Applicants will also be able to structure, engage and present information clearly and without drama in Courts and Tribunals. A specific knowledge and understanding of the Act, the *Legal Profession Regulation 2005*, the *Revised Solicitor's Rules 1995*, the Evidence Act 1995 and relevant Court and Tribunal Acts and Rules, is required, with the ability to apply same.

Essential skills for this role include excellent verbal and written communication skills, proficiency in the use of the MS Office suite, web and database applications, as well as a capacity to strictly adhere to confidentiality.

Interested applicants should also have good interpersonal skills; the ability to manage and interact with various stakeholders; be able to take initiative and responsibility for decisions; and have strong time management and prioritising skills.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, should be addressed to: recruitment@lawsociety.com.au