



Position vacant

Solicitor, Investigations

The Law Society of New South Wales is looking to employ a Solicitor in its Professional Standards Department on a full-time basis. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Friday 18 October 2019.

Responsibilities

This role is responsible for the investigation and resolution of disclosures by solicitors, compliance monitoring and the investigation and resolution of complaints against solicitors under Chapters 3 and 5 of the Legal Profession Uniform Law 2015 NSW No 16a, including reporting to the Disclosure and Professional Conduct Committees, preparing memoranda to Council, legal support to the Director, Legal Regulation where necessary.

Key Accountabilities

- Expeditious analysis and investigation of disclosures by solicitors including draft relevant notices.
- Managing Disclosures Manual and Precedents.
- Expeditious analysis and investigation of complaints against solicitors.
- Expeditious monitoring compliance by solicitors of conditions imposed on practising certificates.
- Expeditious monitoring of compliance by solicitors with orders made by the Professional Conduct Committee, the NSW Civil and Administrative Tribunal, the Supreme Court, the Court of Appeal.
- Examination, investigation, research, report and make recommendations on compliance, disclosures and complaints.
- Receive and manage subpoenas served on the Society and liaise with Litigation Section.
- Obtaining and collecting evidence to support any prosecution or advice given by Litigation section as necessary.
- Liaison with internal stakeholders, complainants, solicitors, Disclosure Committee, Professional Conduct Committee, Council, Legal Services Commissioner and his staff, where appropriate.
- Active involvement in Department including legislative and legal development.
- Active case and practice management.



Requirements

- Legal qualifications with extensive relevant legal experience.
- Admission as a solicitor.
- Sound knowledge of legal profession legislation as defined in section 3A of the Legal Profession Uniform Law Application Act 2014 and related legislation.
- Good grasp of solicitor's accounting practices.
- Proven ability to use clear, concise language in correspondence and reports.
- Ability to plan and organise self and others to ensure the completion of tasks and to manage and support others to succeed in their roles.
- Ability to plan and organise self to ensure the timely completion of tasks.
- Ability to structure, engage and present information clearly.

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