



Position vacant

Solicitor, Investigations (x 2)

The Law Society of New South Wales is looking to employ two Solicitors in its Professional Standards Department on a full-time basis. The positions will be advertised internally and externally, and if any staff member is interested in applying or requires further information, please contact the HR Department no later than Wednesday 29 July 2020.

Responsibilities

The Solicitor, Investigations is responsible for the assessment, investigation and resolution of disclosures by, or complaints against solicitors, under Chapters 3 and 5 of the *Legal Profession Uniform Law 2015 (NSW)*, including reporting to the Disclosure and Professional Conduct Committees and preparing memoranda to Council of the Law Society and legal support for the Director, Legal Regulation and Deputy Director, Investigations where required.

Key Accountabilities

- Expedient assessment and investigation of complaints against solicitors, or disclosures by solicitors.
- Drafting relevant notices.
- Expedient monitoring of compliance by solicitors of conditions imposed on practising certificates and/or orders made by the Professional Conduct Committee, the NSW Civil and Administrative Tribunal, the Supreme Court or, the Court of Appeal.
- Assessment, investigation, research, report and make recommendations on compliance, disclosures or complaints.
- Obtaining and collecting evidence to support any disciplinary action 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 and investigative experience.
- Admission as a solicitor.
- 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.
- Strong planning and organisation skills.
- Ability to structure, engage and present information clearly.
- Well-developed experience in report writing.

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