



## Position vacant

# Solicitor, Licensing Compliance

The Law Society of New South Wales is looking to employ a Solicitor in its Licensing Department on a full-time, permanent basis. This position will be advertised internally & externally, & 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 June 2021

### Responsibilities

In this varied role you will assist the Director, Licensing & Registry in carrying out the Society's statutory responsibilities under the *Legal Profession Uniform Law*, & assist practitioners' compliance with that legislation.

### Accountabilities

- Support the Director, Licensing & Registry in carrying out the Society's core functions associated with the grant, issue & variation of 38,000 practising certificates & registration certificates.
- Ensure that practising certificates are issued with the appropriate statutory & discretionary conditions attached & are complied with, including supervised legal practice, practice requirements & undertakings, such as PMC & CPD requirements, that all additional practice requirements are met.
- Ensure that appropriate support & legal advice is provided to the Licensing Committee, for it to successfully deliver its delegated functions in respect of non-standard applications by practitioners, & manage applications to the Committee including drafting memoranda & correspondence to applicants.
- Provide legal & regulatory advice to other Law Society Departments in respect of legal practice, PII & licensing issues including the Registry, Professional Standards, Company Secretary, Professional Support Unit, Professional Development & the Senior Manager, Strategy & Projects.
- Assess & review the removal of supervised legal practice condition applications, supervision plans & non-standard applications & queries, from local & foreign, legal practitioners.
- Assist law practices, Australian practitioners, foreign lawyers, other regulatory bodies, such as the Legal Profession Admission Board (LPAB), Legal Services Council (LSC) s, Practice Management Course (PMC) providers & other regulatory bodies/law societies with complex legal, licensing, regulatory & Uniform Law matters, queries, letters, guidance & submissions.
- Manage & maintain Practice Management Course (PMC) provider accreditation & PMC Guidelines.
- Review law practice structure enquiries & changes, to ensure compliance with the *Legal Profession Uniform Law*.
- Respond to queries from overseas & interstate practitioners & law practices of obligations, under the Uniform Law.
- Liaise with officers of the LPAB, LSC, the OLSC & other external stakeholders.
- Respond to enquiries from State & Commonwealth authorities, independent commissions, non-legal entities & the profession law practices, concerning the



appropriate disclosure of information acquired under the Uniform Law including preparation of s 446 certificates for evidence in legal proceedings & certificates of fitness.

- Improve law practices' compliance & risk management.
- Contributing to & lead the development of procedures, communications/articles, guidance & support for the profession, to support meeting overall regulatory requirements & with a strong risk management focus.
- Prepare articles & other web-based information services & content pertaining to licensing & regulatory issues affecting local & foreign lawyers.

## Requirements

- The successful candidate is required to hold, or be eligible to hold, an Australian practising certificate.
- Ideally 2+ years' post qualification experience managing complex compliance matters, preferably in a legal environment.
- An understanding of the objectives & underlying administrative law principles in regulating the legal profession, licensing, professional standards & would be advantageous.
- Strong interpersonal, communication & prioritisation skills, with a proven ability to work in complex frameworks & to tight deadlines.
- A high degree of professionalism, integrity & adherence to confidentiality is required, together with outstanding attention to detail.

## Applications

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

Applications should include a CV & a cover letter outlining motivation for the position. Apply online via <https://www.seek.com.au/job/52552807>