



**DUTY STATEMENT:
SOLICITOR/CHIEF EXECUTIVE OFFICER**

Location:	Canberra City, ACT
Employment Status:	Part time (24 hours)
Responsible to:	Board of Directors
Responsible for:	EDO (ACT) staff and volunteers

Position Objective:

To influence environmental outcomes in the ACT and provide high quality public interest environmental legal advice and community legal education services to the community of the region in accordance with the EDO's Casework Guidelines, Strategic Plan and Funding Conditions.

To oversee the day-to-day management of the EDO (ACT) Office.

Summary

The Environmental Defender's Office ACT Inc. (EDO) is a community legal centre specialising in public interest environmental law. The EDO seeks to serve the needs of the community through its various functions – namely, legal advice and representation, policy and law reform and community legal education.

The EDO ACT Inc. is seeking a self motivated person to work as its Solicitor/Chief Executive Officer. Under the broad direction of the Board of Directors, the Solicitor/Chief Executive Officer drives the organisation's strategic direction and provides advice and representation for members of the public and community organisations in environmental and planning law matters. Other duties include undertaking community legal education, law reform work and co-ordination of the service.

The EDO runs a legal advice service, and where resources and client capacity permit, some litigation. The EDO also requires the Solicitor/Chief Executive Officer to undertake policy and community education work as part of a commitment to integrating our services and expertise in the community.

Duties

The duties of the Solicitor/Chief Executive Officer are:

1) Management

The Solicitor/Chief Executive Officer reports directly to the Board of Directors. The Solicitor/Chief Executive Officer is responsible for:

- Co-ordinating activities to ensure compliance with the conditions of funding mandated by funding and grant providing bodies.
- Coordinating the recruitment, retention, supervision and encouragement of volunteers, including the delegation of suitable tasks to volunteers.
- Providing reports to the Board of Directors as required.
- Actively participating in Board of Directors meetings and decisions.

2) Legal representation and advice

- Providing quality legal advice to member of the public.
- Responding to telephone and written inquiries from the public.
- Ensuring the provision of legal advice complies with the strictest standard of ethical and risk management practices.

3) Policy and law reform

- Undertaking policy and law reform work which may include preparing written submissions and representing the EDO as required in public forums, presentations to Members of the ACT Legislative Assembly and other bodies on law reform issues.
- Where funding permits, providing assistance in relation to drafting instructions for Bills before Parliament.

3) Community Education

- Co-ordinating and participating in conferences and legal education work generally.
- Preparing and presenting papers and workshops.
- Writing plain English legal educational materials.
- Updating and maintaining the content of the EDO (ACT) website.
- Preparing articles for EDO publications and website.

4) External relations

- Developing and maintaining effective links with other state and territory EDO Offices, professional bodies (such as the ACT Law Society and NELA), community legal centres, universities and conservation groups.
- Developing strategic alliances with other organisations and links with grant makers.