



# Environmental Defenders Office

## **Graduate Solicitor (National Intake) – Position Description**

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

### **Purpose of the position**

The Graduate Solicitor supports the National Intake Solicitor in delivering the work of EDO's National Intake Service.

The Graduate Solicitor will work collaboratively with the National Intake Solicitor to provide advice, information, and referrals in response to request for legal advice and support the development of resources for the EDO's National Intake Gateway. The role includes supporting the administration of the service including data entry, conflict checking and research tasks. The Graduate Solicitor is part of our Healthy Environment and Justice Program, reports to the Director, Healthy Environment and Justice with the allocation of work coordinated by the National Intake Solicitor.

### **Key responsibilities & duties**

- Support EDO's National Intake Service through provision of legal advice, referrals and information to people seeking legal help on environmental matters
- Be a direct point of entry for inquiries by telephone, website, and email, in a respectful, helpful and culturally competent manner
- Research to support legal advice provided through National Intake
- Support internal triage and coordination of inquiries by the National Intake Solicitor, including data entry, communication with other EDO legal teams and solicitors and risk management procedures
- Support applying EDO's national intake and risk management procedures to National Intake
- Support the implementation, review and maintenance of national intake procedures and systems, including website intake
- Assist in the development, audit, and update of community education materials, including fact sheets and online outreach materials, in consultation with staff from across EDO
- Supervise volunteers working with National Intake
- Deliver support in a respectful and culturally competent manner and work with clients from a wide variety of backgrounds, including clients who speak English as a second or more language
- Such other duties as reasonably requested by the Director or National Intake Solicitor from time to time

### General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.

- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

### **Commitment to EDO's Values:**

#### Commitment

- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

#### Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

#### Integrity

- We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

#### Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.