



## **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.

### **Job title: Graduate Solicitor, National Intake**

### **Reporting to: National Intake Coordinator**

#### **Special Requirements:**

- This is an Identified Position – it is an occupational requirement that this position be filled by an Aboriginal and/or Torres Strait Islander person.

### **Purpose of the position**

Environmental Defenders Office (EDO) is the largest environmental legal centre in the Australia-Pacific, dedicated to protecting our climate, communities and shared environment by providing access to justice, running ground-breaking litigation and leading law reform advocacy.

Since time immemorial, First Nations and Indigenous peoples have been taking care of their Countries in Australia and the Pasifik. These deep understandings, knowledges and experiences are critical to maintaining the health and vitality of Australia and the Pasifik's unique wildlife and ecosystems. EDO respects these great knowledges, and strongly believes that EDO cannot achieve a world where nature thrives without working alongside First Nations and Indigenous peoples.

EDO has established an Indigenous-led First Nations Program to support First Nations peoples to protect their Country in Australia and the Torres Strait Islands, and centre understanding of – and respect for – First Nations perspectives in our work. This program has also built the infrastructure within EDO to sustain, whilst continuously improving, culturally safe work practices for all team members, but specifically First Nations team members.

EDO understands that there is immense benefit from First Nations lawyers working in the environmental legal sector, and yet there is under-representation of First Nations lawyers working within the environmental legal sector. As a measure to ensure First Nations graduate lawyers can build their legal skills, whilst working with people who are looking after Country and culture, EDO has secured this role for First Nations applicants only.

The Graduate Solicitor will work with the National Intake Team, currently comprising the Program Coordinator and Solicitor. The position involves assisting in the preparation of legal advice,

information and referrals in response to requests for legal assistance from people and community groups seeking to protect nature, climate and Country. This role will also have a central role in developing plain English fact sheets and resources for the EDO's National Intake online Gateway. An important component of the role is supporting the administration of the service including data entry, conflict checking and research tasks.

As part of the role, EDO's National Intake Service takes inquiries from First Nations people seeking to protect Country and culture. The Graduate Solicitor will be part of the support to First Nations people contacting EDO through our front-line service. The Graduate Solicitor will also help develop resources targeted to First Nations people.

The role is full-time, however a part-time position will be considered for the right candidate. We are happy to consider applications from recent graduates as well as more experienced legal practitioners who are seeking a change of direction in their career.

### **Key responsibilities & duties**

- Support EDO's National Intake Service through the preparation of legal advice under the direction of the National Intake Coordinator and supervision of an EDO Managing Lawyer
- Drafting referrals and information services 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
- Carry out research to support legal advice provided through National Intake
- Support internal triage and coordination of inquiries by the National Intake Coordinator, including data entry, carrying out conflict checks and file management
- Communicate and collaborate with other EDO legal teams and solicitors and risk management procedures
- Support applying EDOs 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
- Coordinate 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 Coordinator 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.