



Senior Solicitor / Special Counsel – Pasifik Program - Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our Partners in the Pasifik, clients and 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: Senior Solicitor / Special Counsel – Pasifik Program

Reporting to: Managing Lawyer – Pasifik Program

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.

Our Pasifik Program provides legal assistance to its partners across the Pasifik. Many of our partners are Community Legal Centres who work on the ground in the Pasifik Region, specifically in Papua New Guinea, Solomon Islands, Vanuatu and Fiji. The work operates at the critical intersection of Indigenous rights, human rights, and environmental protection.

The Senior Solicitor/Special Counsel – Pasifik Program provides legal assistance to its partners in the Pasifik on legal issues surrounding environmental protection, indigenous rights, human rights and climate change in the Pacific.

This position may also require grant reporting and effective management of external stakeholders to support our Partner's' work.

Key responsibilities & duties

Reporting to the Managing Lawyer, Pasifik Program the Senior Solicitor / Special Counsel will work with a high level of autonomy and self-direction to assist Partners as required – including assisting with Partners' litigation, law reform and legal advice work - as well as to lead on any required media work, seminars, and EDO publications.

Within the role as Special Counsel, we expect you to carry out the responsibilities and duties of a Senior Solicitor as well as supervise legal staff in delivering legal work where retained by EDO's Partners.



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Working collaboratively with the Managing Lawyer, Pasifik Program and the Pasifik Program team members, partners and other stakeholders, the Senior Solicitor / Special Counsel will develop and implement the strategic goals of the Pasifik Program.

Duties may include:

Program management

- Collaborate with international and regional Partners to develop to maximise the impact of Partners' work.
- Networking, identifying potential partners and building relationships.
- Participate in and support EDO fundraising by assisting with, tasks such as, identifying potential funding sources, preparing grant applications, developing and managing relationships with international donors and leveraging Australian Government support, including developing Australian volunteer placements with partners across the Pacific.
- Deliver legal services in a culturally competent manner and work with Partners from a wide variety of backgrounds.
- Supervise the work of solicitors, EDO staff and volunteers who undertake tasks such as legal research, document preparation, etc.
- Always comply with legal professional obligations and accreditation obligations.

Legal assistance and advice

- Provide expert legal assistance and support to Partner organisations in the conduct of litigation, legal advice and other legal services
- Respond to telephone and written inquiries from Partners
- Undertake legal administration tasks, including excellent record keeping and file management in accordance with EDO's policies.
- Provide expert legal assistance and support to Partners about a variety of matters including not for profit governance, community legal education and outreach and policy and law reform
- Support the Managing Lawyer in supporting their participation in government policy processes and developing and maintaining relationships with key stakeholders.

Outreach and communications

- Provide expert legal assistance to Partners in their undertaking of public education and outreach, including developing online resources and fact sheets, preparing and presenting papers, and conducting workshops or seminars.
- Participate in conference and education work with Pacific Island partners.



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- Writing plain English educational materials.
- Preparing articles for EDO publications.
- Undertake media work when required.

Professional Competencies & behaviours

- **Strong leadership qualities with the ability to inspire and develop high-performing teams.**

Motivation: Regularly recognise and reward team achievements, fostering a culture of appreciation and motivation.

Empowerment: Effectively delegate tasks, empowering team members to take ownership and responsibility for their work. Encourages team members to take initiative and lead projects or segments of work.

Visionary thinking: Clearly communicates the organisation's vision and strategic objectives and goals to inspire and align the team towards common objectives.

- **Excellent organisational, communication and interpersonal skills.**

Clarity and precision: Communicate complex legal and strategic information clearly and concisely, ensuring all stakeholders understand the key messages.

Active listening: Practice active listening to understand the perspectives and needs of team members and stakeholders.

Self-awareness: Regularly seeks feedback on their own performance from across the organisation and demonstrates awareness of personal limitations and knowledge gaps. Actively seeks to improve and is open to learning from others, regardless of their role or level within EDO.

- **High level of integrity and professional ethics.**

Ethical decision making: Make decisions that align with the organisation's values and ethical standards, even when facing pressure or adversity.

Transparency: Maintain transparency fostering trust and credibility.

Accountability: Take responsibility for actions and encourage the same level of accountability from members of their team.

- **Ability to drive innovation and adapt to changing legal environments.**

Curiosity and open-mindedness: Stay informed about emerging trends and developments in their field of expertise.

Flexibility: Able to adapt quickly to changes in the environment and is comfortable with ambiguity.

- **Inclusivity and ability to work closely with a diverse range of internal and external stakeholders.**

Inclusive: Involves team members in decision-making, ensuring diverse perspectives are considered.

Open and honest: facilitates open and honest discussions among team members.

Cultural competence: Shows respect for and understanding for diverse cultures, backgrounds and viewpoints.



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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 the 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 communication 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, 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.



Environmental Defenders Office

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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.