



Environmental Defenders Office

Solicitor/Senior Solicitor - Position Description

Job Title:	Solicitor/Senior Solicitor – National Litigation & Casework
Reporting to:	Managing Lawyer – National Litigation & Casework
Direct Reports:	N/A
Travel Requirements:	Travel may be required to fulfill this role

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.

Position Overview & Purpose

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.

The Solicitor/Senior Solicitor, National Litigation & Casework will work on cutting edge public interest environmental and climate litigation as part of EDO's expert National Litigation Team. In this role you will be supported to develop your expertise in litigation, and think creatively about delivering systemic change for clients through complex advice and public interest litigation.

The role will focus on advice and representation work for clients at the intersection of environment and climate legislation, with a focus on national legislative frameworks. You will deepen your experience in the practice and procedure of the Federal Court of Australia, and have exposure to State and Territory Courts across the country from time to time.

Key Responsibilities & Duties

The Solicitor/Senior Solicitor will be expected to work closely with the Managing Lawyer, National Litigation & Casework and other senior staff to provide expert legal advice and representation including in litigation or quasi-judicial hearings. The Solicitor / Senior Solicitor will work with a level of autonomy and self-direction appropriate to their experience.

The Solicitor/Senior Solicitor will be responsible for drafting legal advice and the day-to-day carriage of litigation and other client representative matters under the supervision of the Managing Lawyer. The work will cover a broad range of public interest environmental law issues and disputes focusing on fossil fuel exploitation and climate change, human rights and related duties of care pertaining to climate change, and corporate and commercial law. The work may also include First Nations justice, water justice, human rights and the protection of nature.

The key responsibilities and duties of the Solicitor/Senior Solicitor include but are not limited to:

- Provide expert legal services to EDO clients with a focus on complex advice and litigation.
- Capacity to contribute to or run litigation matters under supervision.
- Appropriately brief independent experts in client legal matters.
- Comply with EDO's policies and procedures, and legal professional obligations.
- Deliver legal services in a culturally competent manner and work with clients from a wide variety of backgrounds.
- Supervise the work of volunteers who undertake tasks such as legal research, document preparation, etc.
- Provide legal advice and representation to the public on a wide range of legal matters relevant to the protection of the environment, including administrative law, judicial review and merits review.
- Have carriage of litigation undertaken in Australia.
- As required, undertake public education and outreach, including developing online resources and fact sheets.
- Engage in law reform related to environmental law and policy.
- Comply with legal professional obligations.
- Participate in practice management under the supervision of their manager such as professional file management, participating in casework meetings, updating casework records, participating in peer review processes such as crosschecking solicitor advice and reviewing correspondence.
- Deliver legal services in a culturally competent manner and work with clients from a wide variety of backgrounds.
- Participate in and support EDO fundraising.

Selection Criteria

The Solicitor / Senior Solicitor will have:

Essential requirements

- A practising certificate or entitlement to one.
- A minimum of 2 years PAE desired (a minimum of 5+ years PAE desired at the Senior Solicitor level) and an unrestricted practicing certificate or the ability to obtain one;
- Demonstrated experience in one or more of the following areas:
 - The conduct of litigation in administrative law, environment and planning law, and/or commercial settings;
 - An understanding of environmental law and its intersection with other areas of law including corporate and commercial law and human rights;
 - Legal research and drafting skills
 - Demonstrated ability to work productively and to deadlines
 - Excellent oral and written communication skills suited to a range of audiences

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.
- Actively engage with and contribute to EDO's Reconciliation Action Plan (RAP).
- 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.

Qualifications

- Essential:
 - Law degree and post-admission experience in legal practice
 - For Solicitor level: a minimum of 2+ years desired
 - For Senior Solicitor level: a minimum of 5+ years desired
 - Unrestricted practicing certificate or the ability to obtain one.
- Desirable:
 - Experience in litigation practice and procedure
 - Experience working in environmental/administrative law
 - Experience with the corporate and consumer law and related areas

Commitment to EDO's Values and Cultural Pillars:

All employees are expected to contribute to a workplace culture that reflects EDO's values and cultural pillars through their actions, behaviours and decision-making.



Thriving People & Professional Excellence

- Demonstrates professionalism, accountability, and commitment to continuous learning.
- Contributes to a safe, respectful, and supportive workplace where people can thrive.
- Delivers high-quality work and seeks opportunities to develop capability and expertise.



Shared Direction & Courageous Action

- Works collaboratively toward shared organisational goals and purpose.
- Demonstrates initiative, adaptability, and courage in addressing challenges and opportunities.
- Supports innovation and contributes positively to organisational change.



Grounded in Clarity, Strengthened by Trust, Driven by Ownership

- Acts with integrity, transparency, and accountability.
- Builds trust through respectful communication and follow-through on commitments.
- Takes ownership of responsibilities and contributes to effective decision-making.



Inclusive Impact

- Values and respects diverse perspectives, backgrounds and lived experiences.
- Demonstrates cultural competence and contributes to a culturally safe and inclusive workplace.
- Supports EDO's commitment to justice, equity, diversity and inclusion, including meaningful engagement with First Nations peoples and communities.



Purposeful Joy

- Contributes to a positive, connected, and respectful workplace culture.
- Supports the wellbeing of colleagues and celebrates achievements and contributions.
- Brings enthusiasm, curiosity and optimism to their work.

Supporting EDO Values

- Commitment – Working together to achieve environmental justice and positive outcomes for communities.
- Diversity – Respecting and valuing differences, inclusion and cultural safety.
- Integrity – Acting ethically, professionally and with accountability.
- Visionary – Embracing innovation, creativity and continuous improvement.