



POSITION DESCRIPTION

Lawyer

Ballarat & Grampians Community Legal Service (BGCLS) is a for-purpose organisation providing free legal advice, representation, information and community legal education to people who live, work or study in the Central Highlands and Wimmera regions of Victoria.

BGCLS assists not only with individual legal matters, but also more broadly in community development, community legal education, capacity building and law and policy reform projects based on the needs of our community.

We actively work in partnership wherever possible, with government, Victoria Legal Aid and other publicly funded legal assistance service providers, pro bono contributors, the private legal profession, community services agencies and other community partners to ensure the best outcomes for their clients and community.

Position Title:	Lawyer
Accountable to:	CEO
Reports to:	Senior Lawyer
Manager Once Removed:	Principal Lawyer
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker.
Level:	4
Conditions:	All conditions are in accordance with the award and the current Community Legal Centres Multi Business Agreement.
Salary Packaging:	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to BGCLS's ongoing Fringe Benefits Tax exempt status.

POSITION SUMMARY

The Lawyer will manage a caseload of clients, providing legal advice and representation to clients within the BGCLS catchment areas. The role will encompass activities including community legal education and law reform in addition to community engagement activities.

This position will predominantly focus on family violence and family law including advice, ongoing representation and duty lawyer services. In addition, the Lawyer will support other areas of practice and undertake project specific work as required.

DUTIES & RESPONSIBILITIES

Legal Service Delivery

- Provide legal information, advice, representation (including ongoing representation in mediation and litigation) and other casework services to clients in accordance with BGCLS's Casework Guidelines and the National Legal Assistance Partnership 2020-25 (NLAP)
- Refer clients to other relevant services and community resources, based on a sound knowledge of and relationships with other service providers and government departments
- Maintain an appropriate file management system including participating in case management meetings, up to date file notes and regular file reviews
- Provide duty lawyer services for family violence and family law matters, including in outreach areas including Ararat, Stawell, Horsham and St Arnaud
- Maintain up to date knowledge of relevant legislation, procedures and practices relevant to the position
- Ensure that all work is conducted within the requirements of the *Legal Profession Act 2004* and Rules, the BGCLS's Professional Indemnity Insurance and policies and procedures

Community Development

- Proactively promote and raise the profile of BGCLS by identifying opportunities, and building and maintaining positive relationships with key stakeholders including, but not limited to, Courts, legal firms, Victoria Legal Aid, social support and other community agencies
- Assist with Community Legal Education activities in consultation with BGCLS's community development team
- Identify trends and issues arising from legal advice and casework practice
- Participate in relevant law reform activities such as submissions and campaigns

Service Development & Reporting

- Assist with collection of data and preparation of reports and other accountability documentation
- Liaise with the Principal Lawyer and Senior Lawyer, attending casework meetings as required
- Participate in organisational development activities and strategies

Monitoring & Evaluation

- Contribute to monitoring and evaluation of the project and the organisation

Professional Development

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and comply with CPD requirements

Other Duties

- Other duties commensurate with their skills and experience which are required by the CEO or manager from time to time

EXPECTATIONS OF ALL BGCLS EMPLOYEES

Health and Safety

- Create, maintain, and foster a safe workplace
- Identify, report & correct any unsafe acts, conditions, or behaviours according to BGCLS's Policies and Procedures and OH&S requirements

Risk Management

- Ensure compliance with all requirements of the Risk Management guide for Community Legal Services
- Ensure compliance with the [Legal Profession Uniform Law Application Act 2014 \(Vic\)](#), [Legal Profession Uniform General Rules 2015](#) and other relevant legislation

EEO and legislative requirements

- Support equal opportunity
- Require all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, and sexual orientation
- Encourages applicants from diverse backgrounds

Code of ethics and Conduct

- Actively support BGCLS vision, purpose, and values
- Ensure compliance with BGCLS Code of Ethics and Conduct
- Operate within BGCLS policies, procedures, funding guidelines, practice directions and legislative requirements
- Supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
- BGCLS encourages applicants from diverse backgrounds
- Adhere to BGCLS Team Charter

KEY SELECTION CRITERIA

Essential

1. Holds or is eligible to hold a current Victorian Lawyers Practising Certificate and is admitted to practice in the Federal Jurisdiction.
2. Critical interpersonal communication skills, including communicating with clients with empathy.
3. Sound organisational skills and ability to manage workload and competing demands, keep accurate files and records, meet deadlines and work effectively as part of a team.
4. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people.
5. Demonstrated skills and knowledge of Family Law, Family Violence, and related civil matters such as tenancy and fines.
6. Demonstrated experience in undertaking direct legal services including information, advice, negotiation and advocacy on behalf of clients and representation of clients in courts and other legal settings.
7. Willingness to work within the office and outreach locations as required in our catchment regions.

Desirable

1. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres.
2. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education.
3. Excellent drafting skills and experience providing representation services in the Magistrates' Court and Federal Circuit Court.
4. An understanding of the principles of trauma informed practice.