



POSITION DESCRIPTION

Paralegal

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:	Paralegal
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:	2
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 Paralegal will play a crucial role in assisting the lawyers with reviewing and managing legal files and ensuring compliance with the legal requirements to enable the effective operation of the Ballarat and Grampians Community Legal Service. This position requires strong organisational skills, a keen eye for detail, and the ability to work collaboratively within a fast-paced, multi-faceted community legal service environment. The role also involves community outreach and social capital building in terms of assisting to develop and deliver community legal outreach and education, and law and policy reform.

DUTIES & RESPONSIBILITIES

Legal Support Services

- To support the lawyers with legal file management and efficient handling
- To provide research and tailored legal solutions working collaboratively with the lawyers

Intake and Referral

- To assist with coordinating the intake of new clients and establishing new client files
- To assist with the efficient systems management of client files
- To assist with the effective and timely referral of matters to third parties

Administration

- To assist with relevant administration tasks and functions as required
- To assist with the migration of files to ActionStep

Community legal education

- To help develop and deliver legal outreach and education programs

Law and policy reform

- To be involved in the research of and assisting with law and policy reform projects identified by BGCLS

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. Enrolled in a Bachelor of Law degree or equivalent.
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. High level of attention to detail and accuracy in document preparation and review.
6. Strong written and verbal communication skills.
7. Curiosity to learn new skills and to develop a broad range of legal competencies.

Desirable

1. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres.
2. An understanding of the principles of trauma informed practice.
3. Have studied family law, ADR or similar units in the Law or equivalent degree. Studies or qualifications in allied areas such as education, sociology, social work, or criminology.