



# POSITION DESCRIPTION

## Senior Lawyer

Ballarat & Grampians Community Legal Service (BGCLS) is a not-for-profit organisation providing **free** legal advice, 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.

<b>Position Title:</b>	Senior Lawyer
<b>Accountable to:</b>	CEO
<b>Reports to:</b>	Principal Lawyer
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker.
<b>Level:</b>	6
<b>Conditions:</b>	All conditions are in accordance with the award and the current Community Legal Centres Multi Business Agreement.
<b>Salary Packaging:</b>	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

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The Senior Lawyer will support the Principal Lawyer with the management of the legal team through providing direct supervision and support to lawyers within the scope of their knowledge and ability.

The Senior Lawyer will manage a case load of clients within their practice areas , 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.

## **DUTIES & RESPONSIBILITIES**

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### **Leadership**

- Work closely with the Principal Lawyer to ensure a consistent and collaborative management approach is applied across the legal team
- Collaborate with the Principal Lawyer in the planning and development of the Service's programs, projects and partnerships
- Identify legal practice improvements
- Identify emerging law reform issues
- Identify learning and development opportunities for direct reports

### **Management**

- Supervise, support and mentor direct reports in their practice ensuring legal services are accessible and of a high standard
- Support direct reports to provide legal services within internal guidelines, funding guidelines and in accordance with professional legal standards, uniform rules and regulations for Lawyers, government and professional indemnity insurance requirements as well as the mandatory Risk Management Standards for Community Legal Centres.
- Support the Principal Lawyer to evaluate legal procedures and file management systems, implementing improvements as required
- Monitor the required caseload of each lawyer set in accordance with funding targets
- Ensure all lawyers participate in regular supervision
- Conduct annual performance appraisals of direct reports with the Principal Lawyer
- Review the quality of service delivery and outcomes using quantitative and qualitative measurement tools.

### **Legal Service Delivery**

- Provide legal information, advice, representation and 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
- 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 and social support agencies
- Assist with Community Legal Education activities in consultation with BGCLS's Project and Education Officer via alternative methods such as Webinars
- 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**

- Liaise with the Principal Lawyer on a regular basis and attend casework meetings as required
- Participate in organisational development activities and strategies

### **Monitoring & Evaluation**

- Contribute to monitoring and evaluation as required

### **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

## **EXPECTATIONS OF ALL BGCLS EMPLOYEES**

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### **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**

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### **Essential**

1. Holds or is eligible to hold a current Victorian Lawyers Practising Certificate and is admitted to practice in the Federal Jurisdiction with a minimum 5 year post admission experience.
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 a broad range of legal matters in practice areas.

**Desirable**

1. Experience managing and supervising lawyers including training and supporting the professional development of lawyers.
2. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres.
3. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education.
4. An understanding of the principles of trauma informed practice.

**ACCEPTANCE OF POSITION DESCRIPTION**

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I acknowledge that I have read and understand the Key Responsibilities of my position and I have been provided with a Fair Work Information Statement

**Full Name:**

**Date:**

**Signature:**