



Position Description: Family Lawyer

Position Details

Position Title	Family Lawyer	Location	Ballarat
Terms of Employment	2 years fixed term position	Hours	Full time-38 hours per week
Reports to	Manager Principal Lawyer	Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker, classification dependant on experience. All conditions are in accord with the award and the Community Legal Centres Multi Business Agreement.

Organisational Context

Ballarat & Grampians Community Legal Service has been providing free legal information, advice, education and referrals to the community for the past 30 years.

BGCLS is committed to serving the community, providing accessible, high quality legal support within our local and regional communities. BGCLS relies on both State and Federal funding.

Like many Community Legal Centres we are provided with recurrent government funding to provide our core services, and as such we are accountable in keeping within the Commonwealth Guidelines for the funding of Community Legal Centres. Smaller funding grants are eagerly sought for small and medium scale projects from local government and philanthropic organisations.

The Centre delivers its services in a way that contributes to the creation of a fair, just and equitable society. It does this by addressing inequalities in the law and access to legal services through support and empowerment of those members of the community who are most disadvantaged.

Key Responsibilities

Service Delivery

- Provide legal information, advice, representation and casework services to clients in accordance with the Centre's Casework Guidelines and National Partnership Agreement
- Provide duty lawyer services for family violence and family law matters.
- 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 systems including participating in case management meetings, keep up to date file notes and participate in regular file reviews
- Ensure that all work is conducted within the requirements of the *Legal Profession Act 2004* and Rules, the Centre's Professional Indemnity Insurance and the Centre's policies and procedures
- Maintain up to date knowledge of relevant legislation, procedures and practises relevant to the position
- In accordance with the Centres Casework Guidelines and National Partnership Agreement, provide support and legal representation to clients in courts and other legal forums
- Work closely with the rest of the team to ensure the best possible outcomes for clients
- Work collaboratively to achieve outcomes with relevant stakeholders.

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, and social support agencies
- Help facilitate Community Legal Education activities in consultation with BGCLS's Project and Education Officer
- Identify trends and issues arising from legal advice and casework practice
- Participate in relevant law reform activities such as submissions and campaigns

Service Development and Reporting

- Assist with collection of data and preparation of reports and other accountability documentation as required by the Manager
- 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 obtain relevant CPD points

Key Selection Criteria

Essential

1. Holds or is eligible to hold an unrestricted current Victorian Lawyers Practising Certificate and is admitted to practice in the Federal Jurisdiction with a minimum 2 years 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 Family Law, Family Violence and generalist civil matters
6. Demonstrated computer literacy and experience in undertaking own administrative duties
7. Excellent drafting skills and experience providing representation services in the Magistrates' Court, Federal Circuit Court, VCAT and VOCAT.
8. 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
9. Willingness to work within the office and outreach locations as required in our catchment regions.

Desirable

10. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres
11. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education

Conditions of Employment and other relevant information

- BGCLS strongly 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.
- The successful applicant will be required to undertake a National Police Records Check and

obtain and maintain a Working with Children's Check.

- The successful applicant will be required to hold a current unrestricted driver's licence and have access to a reliable vehicle
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- Salary sacrifice arrangements are available to all staff subject to BGCLS's ongoing Fringe Benefits Tax exempt status

Application Process

Applicants must email in PDF form the following :

- a covering letter, no longer than one page;
- a document which addresses the key selection criteria;
- a resume which includes three (3) professional referees and their contact details.

Applications should be emailed to:

Lisa Buckland, Manager

recruitment@bgcls.org.au

Applications close on Friday 3rd April 2020 at 5pm.