



Position Title:	Generalist Lawyer
Terms of Employment:	2 years-maximum term
Hours:	Full time – 38 hours per week
Reporting to:	Executive Officer Principal Lawyer
Location:	Ballarat
Employment Conditions:	In accordance with the Community Legal Centres Multi Business Agreement, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), NES and applicable legislation.
Probationary Period:	A three-month probationary period applies, which may be extended by an additional three-months. Employment may be terminated by the employee or BGCLS within the probation period with one week’s written notice.
Classification and Pay Rate:	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.
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.

<p>Ballarat & Grampians Community Legal Service</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Our Vision Striving for an informed community with access to justice through the law.</p>

Our Purpose

Providing high quality professional legal services, education, support and advocacy to promote inclusion and enhance collaboration.

Our Values

Integrity, respect, inclusivity, confidentiality, accountability & collaboration

Ballarat & Grampians Community Legal Service duties and responsibilities

Health & Safety	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 • Disclosure of all required conflicts of interest in accordance with the <i>Legal Profession Act 2004</i> and Rules and Risk Management Guide
EEO and legislative requirements	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

Position Purpose & Context

The Generalist Lawyer provides legal advice, casework and representation to clients within the Ballarat & Grampians Regions of Victoria.

The position will cover many different areas of law such as civil matters, victims of crime, credit & debt, fines, employment, tenancy, social security, family violence and may include appearances in Courts and Tribunals.

Decision making authority

- Decision making authority regarding own day to day work- flow

<ul style="list-style-type: none"> • Decisions relating to work process and planning to be made in consultation with your Executive Officer • Decisions relating to all operational matters and human resources to be made in consultation with your Executive Officer • Decisions relating to all client work, file management, court work to be made in consultation with the Principal Lawyer 	
Key Responsibilities	
Legal Service Delivery	<ul style="list-style-type: none"> • 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 <i>Legal Profession Act 2004</i> and Rules, the BGCLS's Professional Indemnity Insurance and policies and procedures
Community Development	<ul style="list-style-type: none"> • 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 Worker • 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	<ul style="list-style-type: none"> • Assist with collection of data and preparation of reports and other accountability documentation as required by the Executive Officer • Liaise with the Principal Lawyer on a regular basis and attend casework meetings as required
Service Development and Reporting	<ul style="list-style-type: none"> • Assist with collection of data and preparation of reports and other accountability documentation as required by the Executive Officer • Participate in organisational development activities and strategies
Monitoring & Evaluation	<ul style="list-style-type: none"> • Contribute to monitoring and evaluation as required
Professional Development	<ul style="list-style-type: none"> • 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
Benefits of Working with Ballarat & Grampians Community Legal Service	
Flexible & Family Friendly	Employees are actively encouraged and supported to have a work/life

Workplace	balance. Staff are encouraged to discuss their individual needs to flexible working arrangements with Management. These arrangements will be reviewed on and ongoing basis as required
Professional Development	BGCLS encourages professional development for all staff through an informed and planned approach. Work-related training expenses are budgeted for within individual programs and encouraged during standard working hours where practicable.
Paid Parental & Paternity Leave	After 12 months of continuous service BGCLS provides for: <ul style="list-style-type: none"> • 14 weeks paid parental leave • 2 weeks paid paternity leave. • 14 weeks adoption leave • 36 hours pre-natal care for appointments
Christmas Leave	In addition to your standard Annual Leave BGCLS provides employees with paid leave between the period of Christmas and New Years
Sick leave	BGCLS provides above award entitlements for sick leave they are as follows: <ul style="list-style-type: none"> • During the first year one working day each month of service • During the second, third and fourth year fourteen working days • Thereafter 21 working days
Family Violence Leave	BGCLS acknowledges that employees and/or an immediate family member may be impacted by Family Violence and provides for: <ul style="list-style-type: none"> • 10 discrete working days (non-cumulative) to attend appointments, provide support to family members, court or relocation.
Employee wellbeing	Employee wellbeing is important to BGCLS. AS such we provide: <ul style="list-style-type: none"> • A supportive and caring workplace • An annual wellbeing day • Appoint monthly wellbeing captains • Provide a relaxing wellbeing corner for employees to use • Free and Confidential Employee Assistance Program
Salary Packaging	BGCLS provides a generous salary packaging option for all employees. These options include: <ul style="list-style-type: none"> • Payment towards mortgages, rent, personal loans, credit cards and general expenses • Meal & Entertainment & Holiday Accommodation Card • Remote Area Benefit • Novated leasing • Additional benefits and rewards Conditions apply, for more information visit: https://www.cbb.com.au/discover-salary-packaging

Key Selection Criteria

Generalist Lawyer
<p>Essential</p> <ol style="list-style-type: none">1. Holds or is eligible to hold a current Victorian Lawyers Practising Certificate2. Critical interpersonal communication skills, including communicating with clients with empathy3. 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 team4. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people5. Demonstrated skills and knowledge of a broad range of legal matters including civil matters, victims of crime, credit & debt, fines, employment, tenancy, social security6. Excellent drafting skills and experience providing representation services in the Magistrates' Court, VCAT and VOCAT.7. 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
<p>Desirable</p> <ol style="list-style-type: none">1. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres2. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education
<p>Personal Attributes</p> <ul style="list-style-type: none">• Ability to contribute to a positive working environment• Capacity to work with minimal supervision, use initiative, set priorities, organise and manage workloads• Team orientation• Ability to work under pressure and handle difficult conversations• Discrete and professional• Compassionate and empathetic

Application Process

Applications must include the following to be considered:

- Candidate application form
- Cover Letter
- Resume/CV

Applications should be addressed to Lisa Buckland, Executive Officer and forwarded electronically to recruitment@bgcls.org.au in PDF format.

Previous applicants need not apply.

Applications close 5pm on the 16th of February 2023.

The recruitment process is expected to comprise three stages for short-listed applicants:

- Formal application
- An interview with the selection panel
- Professional reference checks

Further Information: <http://www.bgcls.org.au/careers.html>