



Position Title:	Family Violence Lawyer
Terms of Employment:	Ongoing
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> <p>Our Purpose Providing high quality professional legal services, education, support and advocacy to promote inclusion and enhance collaboration.</p> <p>Our Values Integrity, respect, inclusivity, confidentiality, accountability & collaboration</p>	
<p>Ballarat & Grampians Community Legal Service duties and responsibilities</p>	
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

<p>Position Purpose & Context</p>
<p>Family Violence Specialist Court</p> <p>The Victorian Royal Commission into Family Violence recommended the establishment of Specialist Family Violence Courts (SFVCs) to take a more therapeutic and specialist approach to family violence matters that supports victims through the system and promotes compliance with family violence intervention orders.</p>

The purpose of the Model is to “deliver client centered quality legal services in the SFVCs that are easy to access, safe to use and integrated within the family violence service system”.

Decision making authority

- Decision making authority regarding own day to day work-flow
- Decisions relating to all operations including HR to be made in consultation with the Executive Officer
- Decisions relating to all client work, file management and court work to be made in consultation with the Principal Lawyer

All work to be conducted in accordance with BGCLS’s policies and procedures as amended from time to time.

Key Responsibilities

<p>Legal Service Delivery</p>	<ul style="list-style-type: none"> • Attend Court sitting days to provide duty lawyer services, including advising clients, negotiating outcomes, advocacy, and representation in Court. • Work collaboratively with Victoria Legal Aid, Court staff, Court Network, Victoria Police, Prosecution, private practitioners, and other stakeholders • Provide legal information, advice, representation, and casework services to clients affected by family violence in accordance with BGCLS’s Casework Guidelines and National Partnership Agreement • Maintain 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 <i>Legal Profession Act 2004</i> and Rules, BGCLS’s Professional Indemnity Insurance and BGCLS policies and procedures • Maintain up to date knowledge of relevant legislation, procedures, and practises relevant to the position • Work closely with stakeholders and staff members to ensure the best possible outcomes for clients • 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
<p>Community Development</p>	<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 and Education Officer via alternative methods such as Webinars • Identify trends and issues arising from legal advice and casework practice

	<ul style="list-style-type: none"> 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 Manager 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 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	<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 Workplace	<p>Employees are actively encouraged and supported to have a work/life balance.</p> <p>Staff are encouraged to discuss their individual needs to flexible working arrangements with Management. These arrangements will be reviewed on an ongoing basis as required</p>
Professional Development	<p>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.</p>
Paid Parental & Paternity Leave	<p>After 12 months of continuous service BGCLS provides for:</p> <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	<p>In addition to your standard Annual Leave BGCLS provides employees with paid leave between the period of Christmas and New Years</p>
Sick leave	<p>BGCLS provides above award entitlements for sick leave they are as follows:</p> <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	<p>BGCLS acknowledges that employees and/or an immediate family member may be impacted by Family Violence and provides for:</p> <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	<p>Employee wellbeing is important to BGCLS. AS such we provide:</p> <ul style="list-style-type: none"> A supportive and caring workplace An annual wellbeing day Appoint monthly wellbeing captains

	<ul style="list-style-type: none"> • Provide a relaxing wellbeing corner for employees to use • Free and Confidential Employee Assistance Program
Salary Packaging	<p>BGCLS provides a generous salary packaging option for all employees. These options include:</p> <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 <p>Conditions apply, for more information visit: https://www.cbb.com.au/discover-salary-packaging</p>

Key Selection Criteria

Family Violence Lawyer
<p>Essential</p> <ol style="list-style-type: none">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 2 years post admission experience2. 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 team4. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people5. Demonstrated skills and knowledge of Family Law, Family Violence and other related areas of law6. Excellent drafting skills and experience providing representation services in the Magistrates' Court, Federal Circuit 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">8. Experience working in the community legal sector and a commitment to the philosophy and principles of Community Legal Centres9. Experience in providing Duty Lawyer services
<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, EO and forwarded electronically to recruitment@bgcls.org.au in PDF format.

Applications close 5pm on the 25th of May 2023.

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