



Position Title:	Junior Family Lawyer-Maternal & Child Health
Terms of Employment:	12 months Contract
Hours:	Full time-38 hours per week negotiable
Reporting to:	Executive Officer Principal Lawyer
Location:	Main Office is in Ballarat however this role will require outreach work to various Maternal & Child Health services.
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 Risk Framework
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>This position provides outreach services to Maternal & Child Health Services within the Central Highlands and Grampians Regions.</p> <p>This role provides discrete legal services in the areas of family law, family violence and associated matters to clients with complex and intersecting legal issues.</p> <p>The Junior Family Lawyer will be supported by an experienced team of Family Lawyers as well as a dedicated Project Officer to assist with the establishment of new partnerships and the coordination of Community & Professional Legal Education.</p>
<p>Decision making authority</p> <ul style="list-style-type: none"> • Workflow & case management in consultation with Principal Lawyer & Family law Team • Decisions relating to all operational and human resource matters to be made in consultation with the Executive Officer • Decisions relating to work process and planning to be made in consultation with the Executive Officer and Principal Lawyer

<ul style="list-style-type: none"> Decisions relating to file management, provision of legal services and professional development to be made in consultation with the Principal Lawyer 	
Key Responsibilities	
Key duties and responsibilities	<ul style="list-style-type: none"> Provide legal information, advice, representation and casework services to clients in accordance with BGCLS's Casework Guidelines Provide duty lawyer services for family violence and family law matters as required Participate in cross sector training with Maternal & Child Health staff supported by the Project Coordinator as needs are identified throughout the project 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, 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, 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 other staff to ensure the best possible outcomes for clients Work collaboratively with Maternal & Child Health staff to ensure discrete and appropriate legal services and compliance with Maternal & Child Health services policies and procedures
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 and Principal Lawyer Liaise with the Principal Lawyer on a regular basis and attend casework meetings as required Participate in organisational development activities and strategies Work in collaboration with the Project Worker to develop relationships with Maternal & Child Health staff within the specified LGA's
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 obtain relevant CPD points
Policy and Procedure	<ul style="list-style-type: none"> Ensure compliance with relevant workplace policies and procedures within BGCLS Adhere to BGCLS Team Charter, Code of Conduct and Conflict of Interest

	<ul style="list-style-type: none"> • Ensure compliance with relevant policies and procedures within Maternal & Child Health Services
Monitoring & Evaluation	<ul style="list-style-type: none"> • Contribute to Monitoring & Evaluation of the project by collecting relevant data • Ensure deadlines are met in accordance with the programs Monitoring & Evaluation framework
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 • 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 Lawyer

Essential

1. Holds or is eligible to hold a current Victorian Practising Certificate and is admitted to practice in the Federal Jurisdiction
2. Critical interpersonal communication skills, including communicating with clients and other professionals
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/or knowledge of Family Law, Family Violence, and related civil matters such as tenancy and fines
6. Experience and/or assisting with drafting documents
7. Demonstrated experience in undertaking or assisting with direct legal services including information, advice, negotiation and advocacy on behalf of clients
8. Effectively work with Maternal & Child Health staff to ensure an integrated approach is taken to achieve the best possible outcomes for clients
9. Willingness to work within the office and outreach locations as required in our catchment regions

Desirable

1. Experience working in Community Legal Services or Victoria Legal Aid and a commitment to the philosophy and principles of Community Law
2. Experience or assisting with representation services in the Magistrates' and Federal Court Circuit Court

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 17th of May 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>

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