



Position Description: Family Violence Lawyer-Horsham

Position Details

Position Title	Family Violence Lawyer - Horsham	Location	Horsham
Terms of Employment	Part-time ongoing	Hours	.6 EFT (22.8 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 (BGCLS) has been providing free legal assistance to the community for over 30 years.

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

BGCLS 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

Duty Lawyer Services

- Attend Family Violence Court sitting days to provide duty lawyer services, including advising clients, negotiating outcomes, advocacy, and representation at Horsham Magistrates' Court
- Work collaboratively with Victoria Legal Aid, Court staff, Victoria Police, Prosecution, private practitioners, and other stakeholders
- Attend Court meetings as required

Advice & Casework

- Provide legal information, advice, representation, and casework services to clients in accordance with BGCLS's Casework Guidelines and requirements of the 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 *Legal Profession Act 2004* and Rules, BGCLS's Professional Indemnity Insurance, BGCLS policies and procedures and the CLC Risk Management Guide.
- Maintain up to date knowledge of relevant legislation, procedures, and practises relevant to the position
- Work closely with the stakeholders and other staff members to ensure the best possible outcomes for clients

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
- Assist with 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 remotely, or in person 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

Key Selection Criteria

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 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 other related areas of law
6. 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
8. Willingness to be based in Horsham and travel to the Ballarat office and outreach locations as required in our catchment regions from time to time.

Desirable

9. Experience working in the community legal sector and a commitment to the philosophy and principles of Community Legal Centres
10. Experience in providing Duty Lawyer services

Conditions of Employment and other relevant information

- This position is based in Horsham. Travel to the Ballarat office will be required from time to time.
- 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 be 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. As an employee living and working in a Remote Area you may be entitled to claim Remote Area Benefits, which enable you to salary package additional funds over and above the \$15,899 threshold in the Fringe Benefits Tax year.
- As an employee living and working in a Remote Area you may be entitled to claim Remote Area Benefits
- BGCLS adheres to the principles of White Ribbon and is proactive in relation to the safety of women in the workplace. Staff members are expected to be committed to addressing men's violence against women whether inside or outside of the workplace

**All BGCLS positions are subject to continuation of ongoing funding*

Application Process

All applications must address the key selection criteria to be considered.

Applications should be emailed in PDF to:

Lisa Buckland, Manager

recruitment@bgcls.org.au

Applications will be considered as they are received.

I acknowledge that I have read and understand the Key Responsibilities of my position.

Full Name:

Date:

Signature