



<b>Position Title:</b>	<b>Generalist Lawyer</b>
<b>Terms of Employment:</b>	Fixed Term Contract to June 2022
<b>Hours:</b>	Full time – 38 hours per week
<b>Reporting to:</b>	Executive Officer and Principal Lawyer
<b>Location:</b>	Ballarat with work carried out at outreach locations as required.
<b>Employment Conditions:</b>	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.
<b>Probationary Period:</b>	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.
<b>Classification and Pay Rate:</b>	Community Development Worker Level 4 or 5 Class IIb, dependent on experience.
<b>Salary Packaging:</b>	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to BGCLS's ongoing Fringe Benefits Tax exempt status.

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

<p><b>Our Purpose</b> Providing high quality professional legal services, education, support and advocacy to promote inclusion and enhance collaboration.</p> <p><b>Our Values</b> Integrity, respect, inclusivity, confidentiality, accountability &amp; collaboration</p>	
<p><b>Ballarat &amp; Grampians Community Legal Service duties and responsibilities</b></p>	
Health & Safety	<ul style="list-style-type: none"> <li>• Create, maintain, and foster a safe workplace</li> <li>• Identify, report &amp; correct any unsafe acts, conditions, or behaviours according to BGCLS's Policies and Procedures and OH&amp;S requirements</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Ensure compliance with all requirements of the Risk Management guide for Community Legal Services</li> <li>• Ensure compliance with the <a href="#">Legal Profession Uniform Law Application Act 2014 (Vic)</a>, <a href="#">Legal Profession Uniform General Rules 2015</a> and other relevant legislation</li> <li>• Disclosure of all required conflicts of interest in accordance with the <i>Legal Profession Act 2004</i> and Rules and Risk Management Guide</li> </ul>
EEO and legislative requirements	<ul style="list-style-type: none"> <li>• Support equal opportunity</li> <li>• Require all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, and sexual orientation</li> <li>• Encourages applicants from diverse backgrounds</li> </ul>
Code of Ethics and Conduct	<ul style="list-style-type: none"> <li>• Actively support BGCLS vision, purpose, and values</li> <li>• Ensure compliance with BGCLS Code of Ethics and Conduct</li> <li>• Operate within BGCLS policies, procedures, funding guidelines, practice directions and legislative requirements</li> <li>• 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</li> <li>• BGCLS encourages applicants from diverse backgrounds</li> <li>• Adhere to BGCLS Team Charter</li> </ul>

<p><b>Position Purpose &amp; Context</b></p> <p>The Generalist Lawyer works within the legal team to provide legal advice and representation to clients within BGCLS catchment area across several different practice areas. The role will encompass activities including community legal education and law reform in addition to community engagement activities.</p> <p>The position will cover many different areas of law and may include appearances in the Magistrate's Court, Victims of Crime Tribunal and VCAT across the catchment region.</p>
<p><b>Decision making authority</b></p> <ul style="list-style-type: none"> <li>• Decision making authority regarding own day to day work- flow</li> <li>• Decisions relating to work process and planning to be made in consultation with your Executive Officer</li> </ul>

<ul style="list-style-type: none"> <li>• Decisions relating to all operational matters to be made in consultation with your Executive Officer</li> <li>• Decisions relating to all client work, file management, court work to be made in consultation with the Principal Lawyer</li> </ul>	
<b>Key Responsibilities</b>	
Legal Service Delivery	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Refer clients to other relevant services and community resources, based on a sound knowledge of and relationships with other service providers and government departments</li> <li>• Maintain an appropriate file management system including participating in case management meetings, up to date file notes and regular file reviews</li> <li>• 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</li> </ul>
Community Development	<ul style="list-style-type: none"> <li>• 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</li> <li>• Assist with Community Legal Education activities in consultation with BGCLS's Project and Education Officer via alternative methods such as Webinars</li> <li>• Identify trends and issues arising from legal advice and casework practice</li> <li>• Participate in relevant law reform activities such as submissions and campaigns</li> </ul>
Service Development & Reporting	<ul style="list-style-type: none"> <li>• Assist with collection of data and preparation of reports and other accountability documentation as required by the Executive Officer</li> <li>• Liaise with the Principal Lawyer on a regular basis and attend casework meetings as required</li> </ul>
Service Development and Reporting	<ul style="list-style-type: none"> <li>• Assist with collection of data and preparation of reports and other accountability documentation as required by the Executive Officer</li> <li>• Liaise with the Principal Lawyer on a regular basis and attend casework meetings as required</li> <li>• Participate in organisational development activities and strategies</li> </ul>
Monitoring & Evaluation	<ul style="list-style-type: none"> <li>• Contribute to monitoring and evaluation as required</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• 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</li> </ul>

## Key Selection Criteria

<b>Generalist Lawyer</b>
<p><b>Essential</b></p> <ol style="list-style-type: none"><li>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</li><li>2. Critical interpersonal communication skills, including communicating with clients with empathy.</li><li>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</li><li>4. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people</li><li>5. Demonstrated skills and knowledge of a broad range of legal matters including generalist civil matters, credit &amp; debt, fines, employment, tenancy, social security, mental health matters</li><li>6. Excellent drafting skills and experience providing representation services in the Magistrates' Court, VCAT and VOCAT.</li><li>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</li></ol>
<p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres</li><li>2. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education</li><li>3. An understanding of the principles of trauma informed practice</li></ol>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"><li>• Ability to contribute to a positive working environment</li><li>• Capacity to work with minimal supervision, use initiative, set priorities, organise and manage workloads</li><li>• Team orientation</li><li>• Ability to work under pressure and handle difficult conversations</li><li>• Discrete and professional</li><li>• Compassionate and empathetic</li></ul>

### **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](mailto:recruitment@bgcls.org.au) in PDF format.

Previous applicants need not apply.

### **Applications close 5pm on Monday 30<sup>th</sup> November 2020**

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

- Formal application
- A video conference interview with the selection panel
- Professional reference checks

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

### ***Administration Only - (successful applicant)***

I acknowledge that I have read and understand the Key Responsibilities of my position and I have been provided with a Fair Work Information Statement

Full Name:

Date:

Signature: