



### Position Details

<b>Position Title</b>	Generalist Lawyer-	<b>Location</b>	Ballarat
<b>Terms of Employment</b>	2-year fixed term contract	<b>Hours</b>	38 hours per week (1 EFT)
<b>Reports to</b>	Manager Principal Lawyer	<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Development Worker. All conditions are in accord with the award and the current Community Legal Centres Multi Business Agreement.

### Organisational Context

Ballarat & Grampians Community Legal Service has been providing free legal information, advice, education and referrals to the community for more than 30 years.

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

Like many Community Legal Centres we are provided with recurrent government funding to provide our core services, and as such we are accountable in keeping within the Commonwealth Guidelines for the funding of Community Legal Centres. Smaller funding grants are eagerly sought for small and medium scale projects from local government and philanthropic organisations.

### Covid-19 Legal Assistance Funding

The State Government provided Covid-19 legal assistance funding to Community Legal Centres to provide frontline legal assistance services with consideration to be given to the use of funds for services to clients with family law and or family violence related matters as defined in the National Legal Assistance Partnership 2020-2025. And includes child protection, housing, credit, debt, social security, mental health and employment matters.

## Key Responsibilities

### Advice and Casework

- 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 *Legal Profession Act 2004* and Rules, the BGCLS's Professional Indemnity Insurance and policies and procedures
- Maintain up to date knowledge of relevant legislation, procedures and practises relevant to the position
- In accordance with the Service's Casework Guidelines and NLAP provide support and legal representation to clients in courts and other legal forums
- Work closely with the rest of the team 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, 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
- 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 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 a broad range of legal matters including generalist civil matters, credit & debt, fines, employment, tenancy, social security, mental health matters
6. 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

### Desirable

1. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres
2. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education

### Conditions of Employment and other relevant information

- 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
- BGCLS 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 format to:

Lisa Buckland, Manager

[recruitment@bgcls.org.au](mailto:recruitment@bgcls.org.au)

Applications close 5.00pm Monday 17<sup>th</sup> August at 5pm.

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

Full Name:

Date:

Signature