



<b>Position Title:</b>	<b>Family Lawyer</b>
<b>Terms of Employment:</b>	18 months Maximum Term
<b>Hours:</b>	Full time-38 hours per week negotiable
<b>Reporting to:</b>	Executive Officer Principal Lawyer
<b>Location:</b>	Main Office is in Ballarat however this role will require outreach work.
<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>	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.
<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.

#### **Ballarat & Grampians Community Legal Service**

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.

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.

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> <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 Risk Framework</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>This position will work within a team of Family Lawyers to expand current in reach services to Maternal &amp; Child Health Services within the Central Highlands, Grampians and Wimmera Regions of Victoria.</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 all operational and human resource matters to be made in consultation with the Executive Officer</li> <li>• Decisions relating to work process and planning to be made in consultation with the Executive Officer and Principal Lawyer</li> <li>• Decisions relating to file management, provision of legal services and professional development to be made in consultation with the Principal Lawyer</li> </ul>	
<p><b>Key Responsibilities</b></p>	
Key duties and responsibilities	<ul style="list-style-type: none"> <li>• Provide legal information, advice, representation and casework services to clients in accordance with BGCLS's Casework Guidelines</li> </ul>

	<p>and National Partnership Agreement</p> <ul style="list-style-type: none"> <li>• Provide duty lawyer services for family violence and family law matters.</li> <li>• Participate in cross sector training with Maternal &amp; Child Health staff as needs are identified throughout the project</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 systems including participating in case management meetings, keep up to date file notes and participate in regular file reviews</li> <li>• 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</li> <li>• Maintain up to date knowledge of relevant legislation, procedures and practises relevant to the position</li> <li>• Work closely with the rest of the team to ensure the best possible outcomes for clients</li> <li>• Work collaboratively with Maternal &amp; Child Health staff to ensure discrete and appropriate legal services and compliance with Maternal &amp; Child Health services policies and procedures</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 and Principal Lawyer</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> <li>• Work in collaboration with the Project Worker to develop relationships with Maternal &amp; Child Health staff within the specified LGA's</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 obtain relevant CPD points</li> </ul>
Policy and Procedure	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant workplace policies and procedures within BGCLS</li> <li>• Adhere to BGCLS Team Charter, Code of Conduct and Conflict of Interest</li> <li>• Ensure compliance with relevant policies and procedures within Maternal &amp; Child Health Services</li> </ul>
Monitoring & Evaluation	<ul style="list-style-type: none"> <li>• Contribute to Monitoring &amp; Evaluation of the project by collecting relevant data</li> <li>• Ensure deadlines are met in accordance with the programs Monitoring &amp; Evaluation framework</li> </ul>

## Key Selection Criteria

### Family Lawyer

#### 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 in family law
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 knowledge of Family Law, Family Violence, and related civil matters such as tenancy and fines
6. Excellent drafting skills and experience providing representation services in the Magistrates' Court and Federal Circuit Court
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. 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

### Application Process

All applications must address the key selection questions in the Candidate Application Form to be considered.

Applications should be emailed in PDF to:

Lisa Buckland, Executive Officer

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

Applications will close once a suitable candidate is sourced

**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:

CONFIDENTIAL