



<b>Position Title:</b>	<b>Family Violence Lawyer</b>
<b>Terms of Employment:</b>	Ongoing
<b>Hours:</b>	Full-time 38 hours per week
<b>Reporting to:</b>	Executive Officer Principal Lawyer
<b>Location:</b>	Ballarat
<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 and Community Services Employee Level 4-5 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.

#### **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.

#### **Our Vision**

Striving for an informed community with access to justice through the law.

#### **Our Purpose**

Providing high quality professional legal services, education, support and advocacy to promote inclusion and enhance collaboration.

**Our Values**

Integrity, respect, inclusivity, confidentiality, accountability & collaboration

**Ballarat & Grampians Community Legal Service duties and responsibilities**

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>

**Position Purpose & Context**

**Family Violence Specialist Court**

The Victorian Royal Commission into Family Violence recommended the establishment of Specialist Family Violence Courts (SFVCs) to take a more therapeutic and specialist approach to family violence matters that supports victims through the system and promotes compliance with family violence intervention orders.

The purpose of the Model is to “deliver client centered quality legal services in the SFVCs that are easy to access, safe to use and integrated within the family violence service system”.

<b>Decision making authority</b>	
<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 the Executive Officer</li> <li>• Decisions relating to all operational to be made in consultation with the Executive Officer</li> <li>• Decisions relating to all client work, file management and court work to be made in consultation with the Principal Lawyer</li> </ul> <p>All work to be conducted in accordance with BGCLS’s policies and procedures as amended from time to time.</p>	
<b>Key Responsibilities</b>	
Legal Service Delivery	<ul style="list-style-type: none"> <li>• Attend Court sitting days to provide duty lawyer services, including advising clients, negotiating outcomes, advocacy, and representation in Court.</li> <li>• Work collaboratively with Victoria Legal Aid, Court staff, Court Network, Victoria Police, Prosecution, private practitioners, and other stakeholders</li> <li>• Provide legal information, advice, representation, and casework services to clients affected by family violence in accordance with BGCLS’s Casework Guidelines and National Partnership Agreement</li> <li>• Maintain 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 <i>Legal Profession Act 2004</i> 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 stakeholders and staff members to ensure the best possible outcomes for clients</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 Manager</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 Manager</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>Family Violence 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 Family Law, Family Violence and other related areas of law</li><li>6. Excellent drafting skills and experience providing representation services in the Magistrates' Court, Federal Circuit 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>8. Experience working in the community legal sector and a commitment to the philosophy and principles of Community Legal Centres</li><li>9. Experience in providing Duty Lawyer services</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, EO and forwarded electronically to [recruitment@bgcls.org.au](mailto:recruitment@bgcls.org.au) in PDF format.

**Applications close Friday 28<sup>th</sup> May at 5.00pm**

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: