



Position Title:	Family Lawyer
Terms of Employment:	3 Year Maximum Term
Hours:	Full time-38 hours per week negotiable
Reporting to:	Executive Officer Principal Lawyer
Location:	Ballarat
Employment Conditions:	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.
Probationary Period:	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.
Classification and Pay Rate:	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.
Salary Packaging:	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.

<p>Our Purpose Providing high quality professional legal services, education, support, and advocacy to promote inclusion and enhance collaboration.</p> <p>Our Values Integrity, respect, inclusivity, confidentiality, accountability & collaboration</p>	
<p>Ballarat & Grampians Community Legal Service duties and responsibilities</p>	
Health & Safety	<ul style="list-style-type: none"> • Create, maintain, and foster a safe workplace • Identify, report & correct any unsafe acts, conditions, or behaviours according to BGCLS's Policies and Procedures and OH&S requirements
Risk Management	<ul style="list-style-type: none"> • Ensure compliance with Risk Framework
EEO and legislative requirements	<ul style="list-style-type: none"> • Support equal opportunity • Require all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, and sexual orientation • Encourages applicants from diverse backgrounds
Code of Ethics and Conduct	<ul style="list-style-type: none"> • Actively support BGCLS vision, purpose, and values • Ensure compliance with BGCLS Code of Ethics and Conduct • Operate within BGCLS policies, procedures, funding guidelines, practice directions and legislative requirements • 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 • Adhere to BGCLS Team Charter

<p>Position Purpose & Context</p> <p>Established in Victoria by VLA in May 2017 with funding from the Commonwealth Government, the Family Advocacy and Support Service (FASS) is an integrated service where duty lawyers and family violence support workers provide holistic support to families affected by family violence in the Federal Circuit and Family Court of Australia (FCFCOA).</p> <p>In 2021, funding was announced by the Commonwealth Government to expand FASS services from 1 July 2022 to 30 June 2025 to FCFCOA circuit locations at Warrnambool, Geelong, Ballarat, Bendigo, Shepparton, Mildura and Morwell.</p> <p>BGCLS will provide services in Ballarat, however minimal outreach reach services may be required.</p>
<p>Decision making authority</p> <ul style="list-style-type: none"> • Decision making authority regarding own day to day work- flow • Decisions relating to all operational and human resource matters to be made in consultation with the Executive Officer • Decisions relating to work process and planning to be made in consultation with the Executive Officer and Principal Lawyer • Decisions relating to file management, provision of legal services and professional

development to be made in consultation with the Principal Lawyer

Key Responsibilities

Key duties and responsibilities	<ul style="list-style-type: none">• Deliver pre-court advice to clients where it is directly related to a FASS referral• Assist regional clients with urgent family law matters (i.e., recovery orders, airport watchlist orders etc) where the referral comes through the FASS program• Undertake some family law advice and case work and some family law-related family violence and child protection advice work• Maintain an appropriate file management system 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 and BGCLS policies and procedures• Maintain up to date knowledge of relevant legislation, procedures and practises relevant to the position• Work closely with the rest of the team to ensure the best possible outcomes for clients
Service Development and Reporting	<ul style="list-style-type: none">• Assist with collection of data and preparation of reports and other accountability documentation as required by the Executive Officer and Principal Lawyer• Liaise with the Principal Lawyer on a regular basis and attend casework meetings as required• Participate in organisational development activities and strategies• Work in collaboration with the Project Worker to develop relationships with Maternal & Child Health staff within the specified LGA's
Professional Development	<ul style="list-style-type: none">• 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
Policy and Procedure	<ul style="list-style-type: none">• Ensure compliance with relevant workplace policies and procedures within BGCLS• Adhere to BGCLS Team Charter, Code of Conduct and Conflict of Interest• Ensure compliance with relevant policies and procedures within Maternal & Child Health Services
Monitoring & Evaluation	<ul style="list-style-type: none">• Contribute to Monitoring & Evaluation of the project by collecting relevant data• Ensure deadlines are met in accordance with the programs Monitoring & Evaluation framework

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
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

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

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