

Position Description

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| Position Title: | Lawyer |
| Classification: | Level 4 |
| Primary Office Location: | Shepparton with travel to other sites and locations |
| Employment Status: | Full-time 1.0 FTE |
| Reports To: | Managing Lawyer |

ARC Justice

ARC Justice is an independent, for purpose, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice. We exist so that rights are known and acted upon, and communities are fairer. To achieve this our programs deliver accessible legal services, tenancy advice and support to people in regional and rural Victoria who experience disadvantage relating to their housing, family, relationship, consumer, economic, social and civil rights. We walk with First Nations people and communities. We deliver community education and advocate for systemic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation, and we work with local partners to ensure a whole-of-person approach to our work.

Organisational Context

ARC Justice engages with the communities across our broad catchment of 13 local government areas to understand their challenges and priorities. Communication systems are optimised to ensure responsiveness and inclusivity and are critically important to how we work. We lead and contribute to advocacy to systemic solutions to regional problems. An essential element of our approach to advocacy is that the client and community voice is amplified.

Role Purpose and Summary

This position will provide high quality legal advice, duty lawyer and representation services predominantly in the areas of family violence and family law. Due to the complexity of the legal issues faced by clients, the Lawyer will be expected to work in an integrated model of service, with all practice areas. The role will also contribute to community legal education, community development and policy work as required.

Key Responsibilities

Legal Service

- Provide legal advice in family violence, family law and associated areas of practice.
- Provide family violence duty lawyer services, as rostered.
- Maintain a caseload of matters in family violence and family law and associated areas of practice.
- Prepare briefs for counsel or other lawyers as required.
- Undertake legal research.

- Work constructively with lawyers and community services professionals to address client's legal and non-legal needs.
- Ensure all data collection activities are undertaken as required by legal practice and/or funding considerations.

Community Legal Education, Community Development, Policy

- Contribute to community legal education and community development activities.
- Contribute to policy and law reform work including submissions and reports.

Community Legal Centre Emerging Lawyers Program

- Participate in the Professional Development and Training Program coordinated by Women's Legal Service Victoria, including Community of Practice/Peer Support Network.
- Participate in other program requirements, such as meetings with the Women's Legal Program Manager - CLC Emerging Lawyers Program.

General

- Engage in internal staff and planning meetings, as well as supervision and performance review processes.
- Travel to Melbourne CBD and regional locations for Emerging Lawyers training/professional development activities as required.
- Travel in between CLC offices/catchment areas may also be required.
- Perform other duties as directed and necessary for the proper performance of the role.

Qualifications and Professional Registrations

Mandatory

- Admitted or eligible for admission to the legal profession as an Australian Legal Practitioner.

Key Selection Criteria

Essential

1. Strong academic record, with a demonstrated interest in legal issues affecting community legal centre clients.
2. Excellent analytical and research skills.
3. Excellent oral and written communication skills, with demonstrated ability to foster constructive working relationships with staff, clients, external stakeholders, and organisations.
4. Ability to sensitively communicate with a diverse range of people whilst having understanding and empathy for their complex needs, including people with cognitive impairment or language barriers, alcohol or other drug dependence, and people experiencing homelessness.
5. Excellent time management skills.
6. Ability to foster cooperation and assistance in working relationships with team members.
7. Demonstrated ability to be flexible, particularly whilst working in an environment of change.
8. Openness to training and upskilling and sharing practice experience with peers.

Desirable

1. Experience working or volunteering in a Community Legal Centre.

Ways of Working

Support colleagues and the team environment - we value stepping outside of our day-to-day work and working collaboratively.

Contribute actively to meetings and staff days - we value your input and your feedback helps us improve.

Maintain and consistently demonstrate organisational values and behaviours.

Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.

Other Roles and Responsibilities

Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working.

Seek out training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager.

Participate in regular supervision and meet agreed performance indicators and work plan activities.

Undertake any reasonable additional tasks as directed by management.

ARC Justice is committed to the health, safety and wellbeing of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety and privacy laws.

ARC Justice is committed to the safety and wellbeing of all children and young people.

Safety Screening and Licences

- A current Victorian driver's licence.
- A clear Police check.
- A current Victorian employee Working with Children Check.
- As a child safe organisation ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.

Signature

I have read the Position Description and I understand the physical and psychological requirements of the role.

Employee Signature

Date

