

Position Description

Position Title	Lawyer (Graduate Level)
Position Status	Full-time / Fixed-term 18-month contract
Award Classification	SCHADS Modern Award Level 4
Date Reviewed	March 2024

Position Objectives

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

1. Legal and Policy

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

2. 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; and
- Participate in other program requirements, such as meetings with the Women's Legal Program Manager – CLC Emerging Lawyers Program.

3. General

- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's feminist philosophy and values;
- 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 might also be required; and
- Perform other duties as directed and necessary for the proper performance of the role.

Position Requirements

1. Skills, Knowledge, and Behaviour

The following skills are required to be demonstrated:

- Excellent analytical and research skills;
- Excellent oral and written communication skills, with demonstrated ability to foster constructive working relationships with staff, clients, external stakeholders, and organisations;
- 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;
- Excellent time management skills;
- Ability to foster cooperation and assistance in working relationships with team members;
- Openness to training and upskilling and sharing practice experience with peers; and
- Demonstrated ability to be flexible, particularly whilst working in an environment of change.

2. Qualifications and Experience

The following qualifications and experience are required for the position:

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

- Strong academic record, with a demonstrated interest in legal issues affecting community legal centre clients; and
- Experience working or volunteering in a Community Legal Centre (desirable).