



goulburn valley  
community legal centre

A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)  
ABN 23 082 541 240, 54 Mitchell Street, Bendigo, 3550

**POSITION:** Generalist Lawyer (with a focus on project work including community legal education and development, policy and law reform), full time (0.6 – 1.0 EFT Negotiable) , until 20<sup>th</sup> January 2017. This is a maternity leave fill.

**SALARY:** Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement with over award (SCHADS), level and pay point based on experience, plus superannuation and salary packaging (up to \$30,000 grossed-up per FBT Year).

**HOURS:** From 22.8 - 38 hours per week (Full Time) 7.6 hours per day - normal hours of work are between 9.00am – 5.06pm. The position may also personally supervise evening advice clinics. The position may also be required to attend occasional week-end events.

Flexitime work arrangements are available. Overtime is not payable but time in lieu is available within ARC policy guidelines. Lunch is for 30 minutes.

**LOCATION:** Goulburn Valley Community Legal Centre (GVCLC) is based at Suite 3, 98 Nixon Street, Shepparton. The position may service courts or engage with other services throughout and beyond the region, requiring travel outside of normal work hours (subject to flexitime arrangements) and possible overnight stays away from Shepparton.

**COMMENCEMENT DATE:** Monday 11<sup>th</sup> April 2016

**APPLICATION INFORMATION:** **Applicants are asked to address both the essential and desirable Key Selection Criteria. Applicants who do not address all the selection criteria will not be interviewed.** Applications need to include a covering letter and resume and be addressed to Ms Chris Sedgman, Operations Manager, ARC Justice and emailed **by 9.00am, Monday 14 2016**, to [recruitment@arcjustice.org.au](mailto:recruitment@arcjustice.org.au)

## **KEY SELECTION CRITERIA**

### **Essential** (Skills, knowledge, experience, qualification and/or training)

1. Highly motivated with a demonstrated capacity for excellence, innovation and responsiveness in legal service provision.
2. Demonstrated experience including legal advice and casework in the areas of community law (law relevant to disadvantaged communities including family law, family violence, child protection, consumer complaints, credit and debt, infringements and summary crime).
3. Capacity for flexibility and a demonstrated ability to take the initiative
4. Experience networking and building relationships with a broad range of organisations and stakeholders.
5. Knowledge of working and operating within organizational policies and procedures.
6. Demonstrated capacity to work in a small team and support a cohesive team environment as well as ability to work independently with minimal supervision.
7. Outstanding oral and written communication skills. Word processing competency and general computer literacy, including familiarity with web-based video-conferencing applications.
8. Willingness to undertake continuing professional development to achieve legal practice proficiency in relevant practice areas.

### **Desirable** (Skills, knowledge, experience, qualification and/or training)

1. Prior experience of legal practice in a community legal or legal aid context.
2. Experience with community organisations and an understanding of the community legal / legal aid sector.
3. Legal experience in family law.
4. Experience in policy, law reform and community legal education.
5. Knowledge in establishing, implementing and reporting projects
6. Demonstrated capacity to work with clients who are disadvantaged and vulnerable including those who are from culturally and linguistically diverse backgrounds and/or Aboriginal and Torres Strait Islander.

### **Prerequisites**

1. Law degree with a minimum of 1 - 2 years post admission or other relevant legal experience
2. Eligible for a practising certificate in Victoria.
3. Unrestricted Victorian driver's licence
4. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card.

## **JOB DESCRIPTION –LAWYER – GOULBURN VALLEY COMMUNITY LEGAL CENTRE**

### **1. Organisational overview**

Goulburn Valley Community Legal Centre (GVCLC), operates in the Goulburn Valley (LGAs of Greater Shepparton, Mitchell, Strathbogie and Moira). GVCLC is a division of Loddon Campaspe Community Legal Centre (LCCLC) which operates primarily in the Loddon Campaspe region (LGAs of Greater Bendigo, Loddon, Campaspe, Central Goldfields, Macedon Ranges and Mount Alexander).

GVCLC is a leading and innovative advocacy and rights organisation that delivers client focused services that empower disadvantaged and vulnerable people in rural and regional Victoria. We elevate justice as an issue in public discourse and advocate for systemic change that upholds human rights. We are a leader that strengthens the sector, pursuing best practice and innovation through collaboration and being an Employer of Choice.

LCCLC and GVCLC services include:

- Legal Assistance (information, referral, advice and casework)
- Legal Education
- Policy and Law Reform Work

GVCLC provides generalist services and a range of specialist services including:

- Family violence prevention legal services
- Family law legal education, advice and participation in family mediation in partnership with the Shepparton Family Relationship Centre.
- Therapeutic Justice service in partnership with Primary Care Connect.

LCCLC provides generalist services and a range of specialist services including:

- Consumer advocacy services funded by Consumer Affairs Victoria
- Child protection legal assistance services
- An Health- Justice Alliance with Bendigo Community Health Services at Kangaroo Flat, Bendigo
- Family Relationship Centre legal assistance services
- Family Violence legal assistance services
- Bendigo Student Outreach Service at La Trobe University, Bendigo Campus
- Clinical Education Program with La Trobe University law students

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### **2. Lawyer Role**

This is a generalist position within GVCLC and the incumbent will be working in a variety of practice areas relevant to disadvantaged communities including family law, family violence, child protection, consumer complaints, credit and debt, infringements and summary. The Incumbent will report to the GVCLC Managing Lawyer at first instance. The position also has a relationship with the LCCLC Legal Practice Manager (exercising an audit and compliance function) and the ARC Justice Executive Officer (overseeing project compliance).

#### **Legal Service Delivery**

- Provide legal assistance (information, referral, advice and casework) in a generalist legal service in all services modes (e.g. by telephone, face to face, via video conferencing and at the evening advice service), including outreach services and specialist clinics (eg. Family Violence Legal Assistance Services, Family Law and Consumer Advocacy Program).

- Prioritise strategic casework and services and link these to our law reform, policy and community engagement work.
- Support the coordination of the weekly evening volunteer solicitor advice service, in accordance with the MBA, in Shepparton or other site(s) as may be required.
- Ensure quality and consistency of delivery of legal services in accordance with LCCLC polices to ensure high standards of service to clients often with complex and disadvantaged needs.
- Duty lawyer services at Shepparton, Seymour, Cobram and Benalla.
- Work with the CLC team on appropriate project management and to ensure that all reporting and funding requirements are met.
- Supervise volunteers from time to time as required.

### **Community Development, Legal Education and Law Reform**

- Monitor casework to identify systemic issues and feed this information into the Service's strategic plan and workplans.
- Monitor opportunities for participation or collaboration in policy and law reform activities.
- Engage in appropriate Law Reform or Community Development activities as required by the legal service.
- Develop and deliver legal education to community members and service providers in accordance with your work plan.
- Raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums, the media (e.g. press releases, radio interviews) and community presentations.
- Network, build and maintain relationships with a wide range of stakeholders to advance organizational objectives – particularly in relation to family law.

### **General and organisational Responsibilities**

- Support the achievement of the ARC Justice Strategic Plan.
- Work with the CLC team to plan, develop and review the functions of the centre.
- Share general office duties, including administration, as required.
- Attend internal staff and planning meetings, supervision and performance review processes.
- Travel to Bendigo, Melbourne and local regional Courts as required.
- Participate in professional development, meet CPD responsibilities and attend national and local conferences as required.
- Involvement in relevant community networks, including the Federation of Community Legal Centre members meetings and working groups.
- Involvement in fundraising and other events as required.
- Must facilitate the timely and responsible use of grievance procedures to ensure that action is taken when change is required in order for performance to be improved or conflict to be resolved.
- Must adhere to organizational policies and procedures and support the agreed ARC Justice Values and Behaviors.
- Undertake other duties as reasonably required