



goulburn valley
community legal centre

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

POSITION: Community Lawyer, 0.6 EFT (3 days per week – Contract until December 2019)

SALARY: Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement with over award (SCHADS level 5)) salary based on qualifications, skills and experience. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to accommodation and meal/entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered. Relocation assistance may be offered for the right candidate.

HOURS: 22.8 hours per week, 7.6 hours per day - normal hours of work are between 8.00am-6.00pm. The position may also require travel or attendances beyond these times on occasion, including as a rostered supervisor for evening advice clinics.

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

LOCATION: Goulburn Valley Community Legal Centre is based at Suite 3, 98 Nixon Street, Shepparton. The position will service courts and engage with other services throughout the region, occasionally requiring travel outside of normal work hours.

COMMENCEMENT DATE: March 2018

APPLICATION INFORMATION: **Applicants must 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 (not exceeding one page) a resume (not exceeding three pages) and the KSC response (not exceeding two pages) and be addressed to Ms Hayley Mansfield, Executive Officer, ARC Justice and emailed by **9.00am Monday 26 February 2018** to recruitment@arcjustice.org.au. All enquiries about the position are to be directed to Ms Kaz Gurney, Managing Lawyer. Equal opportunity principles will be applied and people from diverse backgrounds are encouraged to apply.

KEY SELECTION CRITERIA - GENERALIST LAWYER

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

1. Experience in the provisions of legal advice and casework. Family violence and family law legal practice experience will be viewed favourably.
2. Experience planning, developing and delivering community legal education and/or community development projects, including gathering data to report on deliverables.
3. Experience networking and building relationships with a broad range of organisations and stakeholders.
4. Demonstrated capacity to support a cohesive team environment as well as ability to work independently with minimal supervision.
5. Capacity for flexibility, adapting to change and a demonstrated ability to take the initiative in an under-resourced environment.
6. Excellent oral and written communication skills. Word processing competency and general computer literacy, including use of databases to track work.

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

1. At least one year PAE (*we are seeking applications from both junior and more experienced lawyers*).
2. Prior legal practice experience in a community legal or legal aid context in multiple 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. Demonstrated ability to work empathetically with clients who are disadvantaged and vulnerable including those of Aboriginal and Torres Strait Islander or other culturally and linguistically diverse communities.
4. Ability to engage in policy development and law reform.

Prerequisites

1. Law degree
2. Eligible for a Practising Certificate in Victoria
3. Unrestricted Victorian driver's license
4. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card

JOB DESCRIPTION – GENERALIST LAWYER

1. Overview

Goulburn Valley Community Legal Centre (GVCLC) operates in the Goulburn Valley, encompassing the local government areas of Greater Shepparton, Mitchell, Moira, Strathbogie, Benalla and Mansfield.

GVCLC promotes equality before the law for people in rural and regional Victoria through the provision of legal, advocacy and support services; by elevating justice as an issue in public discourse; and by advocating for systemic change that upholds human rights.

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 including family violence duty lawyer services at Shepparton, Seymour, Benalla, Mansfield and Cobram Magistrates' Courts.
- Family law and child protection advice and casework assistance
- A Therapeutic Justice Practice at the Shepparton Courts
- A Health-Justice Partnership with Rumbalara Aboriginal Cooperative Ltd

GVCLC is a program of Advocacy and Rights Centre Ltd (trading as ARC Justice).

2. Role

This is a generalist position with GVCLC, but it has a particular focus on providing family violence and associated family law and child protection services as a duty lawyer at the new Specialist Family Violence Court in Shepparton, which is expected to be commissioned in March 2018.

There will also be opportunities to engage in a variety of other practice areas relevant to disadvantaged communities such as child protection, consumer complaints, credit and debt, infringements and summary crime.

As a member of the legal team, the incumbent will also participate in the planning and delivery of community legal education, policy and law reform. They will report to the GVCLC Managing Lawyer at first instance but will also have a relationship with the Executive Officer (overseeing project compliance).

Legal Service Delivery

- Provide legal assistance (information, referral, advice and casework) in a generalist legal service in all service modes (e.g. by telephone, face-to-face and video conferencing) including at the evening advice service, specialist clinics and outreach locations
- Ensure quality and consistency of delivery of legal services in accordance with organisational policies to ensure high standards of service to clients experiencing systemic disadvantage and complex needs
- Assist with Family Violence Duty Lawyer and outreach services as directed

- Work with the CLC team on appropriate project management activities and ensure all reporting and funding requirements are met
- Supervise volunteers as required

Community Development, Legal Education and law reform

- Monitor casework to identify systemic issues and feed this information into the organisation's strategic plan and workplans
- Develop and deliver legal education to community members and service providers in accordance with a work plan
- Raise the CLC public profile and promote awareness of legal rights and responsibilities through participation in public forums and community presentations
- Monitor opportunities for, and participate and collaborate in policy and law reform activities

General and Organisational responsibilities

- Support the achievement of the ARC Justice Strategic Plan.
- Work with the CLC team to plan, develop and review the organisation's functions
- 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 activities, meet CPD responsibilities and attend national and local conferences as required
- Involvement in relevant community networks, including meetings of members of the Federation of Community Legal Centres and other working groups
- Involvement in fundraising and other events as required
- 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 resolved
- Produce reports relating to work performed by GVCLC as required
- Undertake general Monitoring and Evaluation activities
- Adhere to organisational policies and procedures and support the agreed ARC Justice Values and Behaviors
- Undertake other duties reasonably required by the GVCLC Managing Lawyer / ARC Justice EO