

NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

POSITION:	Senior Lawyer
EMPLOYMENT TYPE:	Full time, 38 hours per week
POSITION HOURS:	Monday to Friday, 7.6 hours per day between the core hours
REPORTS TO:	Legal Practice Manager (LPM)
DIRECT REPORTS:	Lawyers attached to projects, in coordination with the LPM
AGREEMENT:	Multi-Business Agreement (MBA)
CLASSIFICATION:	SCHCADS Level 7 Community Development Worker Class II(b)
REMUNERATION:	SCHCADS Award Rate 7

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit community legal centre which operates in one of the fastest growing areas of Melbourne, and has a significant catchment including the Moreland, Hume and Mitchell Shire Local Government Areas. The NCLC operates from a central office located in Broadmeadows with outreach clinics to other service areas. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. However, NCLC recognizes that there are members of our community who suffer serious disadvantage and has prioritized marginalized people who have the least resources and ability to access legal assistance including; newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues, and have aligned our service delivery accordingly.

NCLC employs 23 staff including 9 lawyers to provide advice, casework, community legal education, community development and administrative support to priority clients, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under and other people facing systemic barriers. Our main office is in Broadmeadows and we assist clients at a range of outreach locations.

POSITION OBJECTIVE

The Senior Lawyer is responsible for:

- Legal supervision including coaching and mentoring to a number of lawyers;
- Working with the management team to identify and support service improvement,
- Advocacy reform and strategic development;
- Legal service delivery;
- Community legal education and
- Compliance and reporting across the legal practice and a number of key projects.

POSITION RESPONSIBILITIES

Legal Team Supervision

1. Provide support and supervision to ensure high quality and accurate advice and ensure the proper management of client case files.
2. Take an active role in the professional development of direct reports, establishing individual work plans and mentoring staff, maintaining ongoing and regular supervision and professional development support.

Identify and support service improvement

1. Manage and oversee cases and participate in a process to identify complex and intersecting legal and non-legal issues.
2. Identify opportunities for service and systems improvements in the practice and help to lead change and to support staff to undertake their legal work effectively.
3. Together with the Legal Practice Manager and the Partnerships & Community Development Manager, implement an evidence-based framework to guide the future of service delivery and design.

Advocacy reform and strategic development

1. Together with the Legal Practice Manager and Partnerships & Community Development Manager, the Senior Lawyer will contribute to the implementation of an advocacy plan.
2. Contribute to law reform submissions.
3. Together with the Management team identify participate in the development of strategic and innovative ways to identify and to respond to legal needs through project development.
4. Together with the Management team, identify potential funding opportunities and projects.

Legal Service Delivery

1. Provide generalist legal advice, casework, advocacy and court representation in a range of practice areas including infringements, debt, motor vehicle accidents, consumer law, tenancy, intervention orders, family law and summary crime, where necessary.
2. Participate, when required, in NCLC's legal advice service at our main office, and at our various outreach locations in Hume, Moreland and Mitchell Shire as directed by the Legal Practice Manager or as directed by phone during times directed by government for all employees to be working from home.
3. Manage a caseload of complex or emerging issue cases in accordance with NCLC casework guidelines and ensuring all the necessary administrative work required to manage the caseload including accurate record-keeping in accordance with NCLC policies and procedures is maintained.

Community Development and Legal Education

1. Facilitate and deliver community legal education and community development including providing presentations and workshops as required.
2. Raise NCLC's public profile and promote awareness of legal rights and responsibilities, through participation in public forums, and community presentations.

Compliance and reporting

1. Together with the Management team, plan and draft reports to acquit both CLSP and discrete project funding.
2. Complete Board Reports and contribute to acquittal reporting as required by the Legal Practice Manager and Partnerships & Community Development Manager.
3. Carry out any lawful, safe and reasonable instruction that is consistent with the contract of employment and the person specification requirements for this position.

POSITION REQUIREMENTS

ESSENTIAL SELECTION CRITERIA

1. Eligible to hold an unrestricted practising certificate in Victoria, with at least 4 years post-admission experience.
2. Demonstrated practice experience across a range of areas of civil, family and criminal law.
3. Proven leadership and management ability.
4. Demonstrated experience in strategic or law reform initiatives.
5. The ability to lead a collaboratively, co-operative and supportive team environment.
6. Demonstrated high level time management, organisational and administrative skills.
7. Demonstrated high level written and verbal communication skills.
8. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
9. Demonstrated computer literacy and experience in undertaking administrative duties.

DESIRABLE SELECTION CRITERIA

10. Community language or experience working with people from CALD backgrounds.
11. Experience working in the community sector.