



INCORPORATING THE DAREBIN COMMUNITY LEGAL CENTRE  
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**A Community Legal Centre**

## 2020 TRAINEE LAWYER RECRUITMENT INFORMATION

*Fitzroy Legal Service is a community-based organisation, independent of government, dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. The Darebin Community Legal Centre is a program of the Fitzroy Legal Service. For further information please visit our website [www.fitzroy-legal.org.au](http://www.fitzroy-legal.org.au).*

This document outlines the process for applying for the Fitzroy Legal Service 2020 Trainee Lawyer position.

### POSITION OBJECTIVE

This position is an opportunity to experience and contribute to the breadth of legal assistance services provided by the Fitzroy Legal Service. In addition to the Practical Legal Training Course, during the course of the 12 month position, we will provide you with a professional development program designed to equip you with the skills and knowledge to be a successful CLC lawyer.

The Trainee Lawyer will assist legal staff in providing advice, advocacy and casework services to clients. This is undertaken under the supervision of the Principal Lawyer Legal Practice and with appropriate training provided to allow the Trainee Lawyer to complete their requirements for admission to the Council of Legal Education Board of Examiners. Unless otherwise negotiated, this will involve undertaking the College of Law Practical Legal Training program, with time off provided to enable course work to be completed.

The Trainee Lawyer will provide support to legal staff by drafting correspondence, taking instructions from clients, preparing briefs and general management of casework files. The Trainee Lawyer will spend time at both our Fitzroy and Reservoir offices as well as the Neighbourhood Justice Centre and will also be involved in community development, education, policy, strategic litigation and law reform work.

Like all Fitzroy Legal Service employees, the Trainee Lawyer is expected to support and promote organisational values and objectives. This position is generously funded by Allens.

### TIMELINES

Applications open 9am, Friday 9<sup>th</sup> August 2019 Applications close 12midnight, Sunday 18 August 2019

Interviews will be conducted in the week beginning 16<sup>th</sup> September 2019. The position will commence in March 2020.

### POSITION DESCRIPTION

The Trainee Lawyer is directly responsible to the Principal Lawyer Legal Practice.

#### Casework

- Assist with casework with an emphasis on criminal law, family law, intervention orders, but also including assistance in tenancy, infringements, employment and some guardianship & administration matters;
- Handle initial client enquiries, via telephone and 'walk ins', and provide referrals where necessary;
- Take instructions from clients and brief solicitors or counsel, as directed;
- Undertake legal research;
- Undertake appropriate file management and data collection procedures; and



- Work in collaboration with legal staff to provide outreach services as required.

#### Community Legal Education, Law Reform & Policy

- Contribute to the delivery of community legal education, including seminars and workshops; and
- Contribute to policy and law reform work including submissions and reports.

#### General

- Support the achievement of the FLS Vision, Values and Behaviours, adhering to organisational policies and procedures;
- Attend internal staff and planning meetings, supervision and performance review processes;
- Participate in professional development, including attending PLT training and Allens placement;
- Involvement in fundraising and other events as required; and
- Perform other duties as directed and necessary to the proper performance of the role.

### **KEY SELECTION CRITERIA**

#### Prerequisite

- Tertiary qualification in Law at the time of commencement of the position;

#### Essential

- Commitment to social justice and human rights and a strong interest in developing a career in the CLC sector;
- Strong academic record, particularly in areas of law relevant to CLC work;
- Excellent written and oral communication skills;
- Willingness and ability to communicate empathetically with a variety of clients, including those with cognitive impairment or language barriers, people from diverse backgrounds, people with alcohol or other drug dependence, and people experiencing or at risk of experiencing homelessness;
- Excellent analytical skills including the ability to effectively apply the law to different fact situations;
- High degree of initiative and resourcefulness;
- Excellent interpersonal skills and ability to work effectively as part of a team; and
- Prior experience volunteering or working in a CLC or similar organisation highly desirable.

### **CLASSIFICATION**

Social, Community, Home Care and Disability Services (SCHCADS) Industry Award 2010 - Level 3, pay point 3.

### **SALARY AND CONDITIONS**

This is a full-time position (38 hours per week) for a 12 month period.

- \$60,030 annual salary
- 9.5% superannuation
- 17.5% annual leave loading;

Other terms and conditions as per the Legal Practice (Admission Rules) and the Community Legal Centres 2006-2009 Multi Business Agreement, or its replacement. FLS's tax exempt status allows generous additional tax benefits through salary packaging.

### **APPLICATION REQUIREMENTS AND PROCESS**

Law students who commenced their final semester of their law degree in 2019 are eligible to apply. Students who have recently graduated from law and who have not been admitted to practice may also apply. You must be legally entitled to work in Australia to apply. If you are currently studying law but will not commence your final semester in 2019, you cannot apply.

Candidates must **email** Fitzroy Legal Service the following as one PDF document:

- A covering letter, no longer than one page;
- A document which addresses the key selection criteria set out above;
- A resume which includes your contact details, education, previous work and volunteer experience; and
- A copy of your academic transcript (if you are selected for interview you will be required to submit a certified copy of your transcript).

Applications should be addressed to:

Claudia Fatone

Chief Executive Officer

Email: [cfatone@fitzroy-legal.org.au](mailto:cfatone@fitzroy-legal.org.au)

Applications must be received by **12midnight Sunday 18 August 2019**. Late applications or applications which do not address the selection criteria will not be considered. *Due to the expected high number of applications, we are unable to acknowledge receipt of each application, unless requested to do so.* Unsuccessful applicants will be notified by email.

Fitzroy Legal Service will make arrangements to interview short-listed candidates the week beginning 16<sup>th</sup> September 2019. It is our preference that interviews will be conducted in person. The successful applicant will be notified by telephone and sent a written offer of employment.

#### **LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS**

The position will be predominantly based at the FLS premises on Level 4 of the Fitzroy Town Hall although some time will be spent working from the Neighbourhood Justice Centre in Collingwood and at our Reservoir premises. Some travel may be required (eg: to attend court). Reasonable travel expenses are reimbursed.

The Trainee Lawyer will work a 38 hour week, working standard office hours Monday to Friday. Occasional work outside of standard office hours may be required. Time in lieu of overtime will be provided in line with FLS policy.

#### **ENQUIRIES**

As we anticipate a high level of interest in this position, please **email** any enquiries to Jennifer Black, Principal Lawyer, via [jblack@fitzroy-legal.org.au](mailto:jblack@fitzroy-legal.org.au).