POSITION INFORMATION: LAWYER, PRISON ADVOCACY PROGRAM

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. For further information please visit our website www.fitzroy-legal.org.au.

POSITION OUTLINE

| Classification and conditions | The terms and conditions of employment are set out in the Community Legal Centres 2006-2009 Multiple Business Agreement (MBA) and Fitzroy Legal Service policies. This position is classified at Level 5 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award and is offered as a four day per week position (30.4 hours per week). All positions at Fitzroy Legal Service are subject to the continuation of external funding. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the salary offered. The benefits of tax-effective salary packaging, plus an additional three days ex-gratia leave between Christmas and New Year’s Day, are also provided. |
| Duration | Limited term contract of 11 months |
| Location | This position will work across both office locations at Reservoir and Fitzroy Town Hall and will also involve some travel to other locations (ie court, prison, meetings) |
| Responsible to | Managing Lawyer Public Interest Law |
| Direct Report/s | Nil |
| How to apply | Candidates are requested to email the following as one PDF document: 
- A covering letter, no longer than one page; 
- Responses to the Key Selection Criteria; and 
- A resume which includes details of education, work and volunteer experience. Applications should be addressed to Karen Fletcher, Managing Lawyer, Public Interest Law, and emailed no later than 5pm Monday 7 October 2019 to karen@darebinclc.org.au. Enquiries can be directed to Karen Fletcher on 9484 7753 (before 20 September 2019) or Jennifer Black on 9419 3744 (after 20 September 2019) |
POSITION OBJECTIVE
The purpose of the Lawyer, Prison Advocacy Program position is to provide legal advice, information and advocacy on prison law to prisoners and their families in Victoria.

KEY DUTIES AND RESPONSIBILITIES

Legal Practice Delivery and Management
- Provide legal advice, information and advocacy to prisoners and their families on prison law in Victoria including by staffing a telephone advice service one day per week;
- Identify, coordinate and conduct litigation on behalf of prisoners and their families, primarily in administrative law, in line with FLS vision, values, strategic goals and policies. Retain and instruct counsel and work with private law firms and other legal services willing to provide litigation support on a pro bono or contingent fee basis;
- Work within the FLS Public Interest Law team on general public interest litigation and other projects one day per week as agreed with the Managing Lawyer, Public Interest Law; and
- Provide prison law advice, information and secondary consultations to other community workers and agencies.

Community Legal Education, Community Development and Law Reform
- Manage and produce community legal education programs and materials on prison law, including in collaboration with other legal services and agencies; and
- Manage and produce prison law reform submissions and other materials in line with FLS vision, values and strategic goals, including in collaboration with other FLS staff, community legal centres and other agencies with shared law reform objectives.

Reporting & accountability
- Coordinate and manage other staff, volunteers and law students placed in the FLS Prisoner Advocacy Program as required from time to time;
- Record and report legal advice, advocacy, litigation, community legal education, law reform and public interest law activities through the Managing Lawyer, Public Interest Law, using FLS systems and processes; and
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the Legal Profession Act 2004 and the National Risk Management Guide of the National Association of Community Legal Centres.

General
- Support the achievement of the FLS Vision, Values and Behaviours, adhering to organisational policies and procedures;
- Support staff wellbeing, including management of workload;
- Participate in organisational planning and evaluation;
- Support and foster an environment of continuous improvement, best practice, evaluation and innovation;
- Contribute to the identification of funding opportunities, development of funding applications, fundraising and other events/activities as required;
- Represent FLS at relevant forums, working groups, networks, events and conferences, as required;
- Attend internal staff and planning meetings, supervision and performance review processes;
- Participate in professional development activities, meeting Continuing Professional Development requirements; and
- Perform other duties as directed and necessary to the proper performance of the role.

KEY SELECTION CRITERIA

Qualifications
- Admission to practice as a Barrister and Solicitor of the Supreme Court of Victoria and eligibility to hold a practicing certificate under the Legal Profession Uniform Law
Essential
- At least one year post-admission experience in administrative law – merits review, judicial review, ombudsman investigations and/or Freedom of Information – preferably but not necessarily in a prison law context;
- At least one year post-admission experience delivering high volume legal advice, information and advocacy services to socially and economically disadvantaged clients;
- Commitment to social justice and an understanding of disadvantage and legal barriers experienced by people who are imprisoned;
- Highly developed communication and interpersonal skills, including working with people with a diversity of lived experience and the ability to develop and maintain strong and positive relationships with CLC colleagues and government, non-government and community stakeholders;
- Ability to think critically in relation to criminal justice law and policy and to identify risks and opportunities for FLS work in the criminal justice context;
- Demonstrated experience working with other professionals and non-legal services to achieve an interdisciplinary response for clients;
- Demonstrated ability to produce high quality written material; and
- Strong organisational and project management skills.

Desirable
- Prison advocacy experience;
- Litigation experience, especially in administrative law;
- Experience working in Community Legal Centres and understanding of the legal assistance sector;
- Demonstrated experience contributing to policy and law reform processes, including through campaigns, submissions, lobbying, networking or participation in consultation processes;
- Demonstrated experience in development and delivery of community legal education materials and programs; and
- Demonstrated ability to supervise law students and other volunteers.

Personal attributes
- Self-motivation and a willingness to propose and test out new approaches and ideas;
- Excellent time management skills, ability to work in a high-pressure environment and a commitment to strive for sustainable work life balance;
- Commitment and ability to contribute to a positive team working environment; and
- Discretion, professionalism, thoughtfulness and sound judgment.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

Aboriginal and/or Torres Strait Islander people are encouraged to apply.