



## A Community Legal Centre

A MERGER OF DAREBIN COMMUNITY LEGAL CENTRE  
AND FITZROY LEGAL SERVICE

Reg No. A0105338Y  
ABN 13 421 440 211

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### POSITION INFORMATION: COMMUNITY LAWYER, CIVIL LAW

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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](http://www.fitzroy-legal.org.au).

The Fitzroy Legal Service is an inclusive employer and does not discriminate on the basis of age, race, gender, ethnicity, religion, sexual orientation, gender or disability. Members of the LGBTIQ+ community, CALD and Aboriginal and/or Torres Strait Islander people are encouraged to apply.

### POSITION OUTLINE

Classification and conditions	The terms and conditions of employment are set out in the <i>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</i> and Fitzroy Legal Service policies. This position is classified at Level 5 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award. All positions at Fitzroy Legal Service are subject to the continuation of external funding. The position is offered as a full-time (38 hours per week) position for a period of 12 months. A less than full time equivalent position will be considered.
Duration	12 month contract
Location	This position will be based at the FLS office on Level 4 of the Fitzroy Town Hall (although work-from-home arrangements will be in place during the COVID pandemic lockdown).
Responsible to	Principal Lawyer, Night Service
Direct Report/s	Nil
How to apply	Candidates are requested to email the following as one PDF document: <ul style="list-style-type: none"><li>• A covering letter, no longer than one page;</li><li>• A document which addresses the key selection criteria; and</li><li>• A resume which includes details of education, work and volunteer experience.</li></ul> Applications should be addressed to Adrian Snodgrass, Principal Lawyer Night Service, and emailed as soon as possible but no later than 5pm Wednesday 9 September 2020 to <a href="mailto:asnodgrass@fls.org.au">asnodgrass@fls.org.au</a> .

### POSITION OBJECTIVE

The objective of the position is to provide civil advice and casework services, with a focus on disputes over employment, tenancy and debt arising from the COVID pandemic.

The position will work closely with the Principal Lawyer, Night Service in the effective conduct of the Tenancy, Employment and Debt clinic, including provision of referrals of night service clients to the FLS Day Practice and/or to other CLCs and non-legal agencies.

## **RESPONSIBLE TO**

This position reports directly to the FLS Principal Lawyer, Night Service.

## **KEY DUTIES AND RESPONSIBILITIES**

### Advice and Casework

- Provide civil advice and casework services to FLS clients, primarily in the areas of tenancy, employment and debt;
- Initiate and defend civil proceedings in the Federal Circuit Court, the Magistrate's Court of Victoria and VCAT;
- Engage, brief and liaise with pro bono counsel;
- Liaise with the Senior Generalist Lawyer and Outreach Lawyer to ensure appropriate cross-referrals;
- Assist with promotional and community engagement activities, including establishing, nurturing and developing referral pathways with external agencies; and
- Provide feedback to the Principal Lawyer Night Service regarding case progress, client outcomes and issues affecting service delivery.

### Reporting & accountability

- Provide legal supervision to volunteer lawyers and paralegals;
- Assist with collection of data, development of case studies and other accountability documentation using the Actionstep database and other FLS systems as required; 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;
- 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 (skills, knowledge, experience)

- Demonstrated understanding of and commitment to social justice and the philosophy of Fitzroy Legal Service;
- Experience in the provision of high-quality legal advice and casework in civil law, specifically in the areas of tenancy, employment and debt;
- High level verbal and written communication skills;

- Demonstrated ability to engage and liaise successfully with a diverse range of stakeholders in the community and legal sectors;
- Demonstrated ability to work both as a member of a team and independently;
- Ability to work with other professionals to provide appropriate referrals to a range of non-legal services so as to achieve a holistic, inter-disciplinary response for clients;
- Strong organisational and computer literacy skills; and
- Good self-care and stress management skills.

Desirable Knowledge, Skills and Experience:

- Experience working with people from Culturally and Linguistically Diverse (CALD) communities; and
- Experience working within the legal assistance sector.

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.