

NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

POSITION:	Senior Migration 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)
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi Enterprise Agreement (MEA) 2024-2027
REMUNERATION:	SCHCADS Award Level 6

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 Merri-bek, 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 over 24 staff including 11 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 will be opening a second office in Wallan. We assist clients at a range of outreach locations as well as providing telephone and face to face appointments.

POSITION OBJECTIVE

The Senior Migration Lawyer is based at our office in Broadmeadows, and is responsible for providing high quality migration advice and casework to victims/survivors of family violence who hold temporary visas, as part of our Safe Landing Project. The Senior Migration Lawyer will work closely with the Senior Family Lawyer and family violence lawyers who provide advice, casework, and representation to eligible clients in family violence related legal matters, such as intervention orders, family law, victims of crime compensation, infringements, and other civil law matters.

POSITION RESPONSIBILITIES

Legal Service Delivery

- I. Provide migration legal advice to victims/survivors of family violence who hold temporary visas.

2. Provide ongoing migration law casework to victims/survivors of family violence, with a focus on protection and partner visas.
3. Participate, when required, in NCLC's legal advice service at our Broadmeadows office, and various outreach locations in Hume, Merri-bek and Mitchell Shire as directed by the Legal Practice Manager.
4. 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.

Legal Team Supervision

1. Support the Legal Practice Manager in the support and supervision of volunteers and lawyers 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 junior lawyers.

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 Migration 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.

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.

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 in migration law, with a focus on protection visas and partner visas (particularly in relation to the relationship cessation provisions).
3. Proven leadership and management ability.
4. Demonstrated high level time management, organisational and administrative skills.
5. Demonstrated high level written and verbal communication skills.
6. Demonstrated understanding of, and sensitivity to, victims/survivors of family violence and the family violence service sector.
7. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
8. Demonstrated computer literacy and experience in undertaking administrative duties.

DESIRABLE SELECTION CRITERIA

9. Community language or experience working with people from CALD backgrounds.
10. Experience providing legal services in a range of other legal areas affecting victims of family violence, including family law, family violence intervention orders, victims of crime and other civil areas of law.
11. Experience working in the community sector.