

## **NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION**

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| <b>POSITION:</b>        | Senior Lawyer Child Protection and Family Law  |
| <b>EMPLOYMENT TYPE:</b> | Between 3 – 5 days per week depending on experience and preference                                 |
| <b>POSITION HOURS:</b>  | Up to 38 hours per week  |
| <b>REPORTS TO:</b>      | Legal Practice Manager (LPM)   |
| <b>DIRECT REPORTS:</b>  | Lawyers attached to projects, in coordination with the LPM   |
| <b>AGREEMENT:</b>       | Multi-Business Agreement (MBA)   |
| <b>CLASSIFICATION:</b>  | SCHCADS Level 6<br>Community Development Worker Class II(b)  |
| <b>REMUNERATION:</b>    | Up to \$97,000 pro rata dependent on experience in addition to superannuation and salary packaging |

## **ABOUT THE ORGANISATION**

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit community legal centre operating in one of the fastest growing areas of Melbourne, with a 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's growing, passionate and skilled team of 23 staff, including 11 lawyers, provide advice, casework, community legal education, community development and administrative support to priority clients, including victims of family violence.

The recent expansion of two existing integrated family violence programs has led to the opportunity to appoint two part time senior lawyers (or full-time senior lawyer) with child protection law experience and/or family law.

## **POSITION OBJECTIVE**

These positions will form part of a team consisting of family violence and migration lawyers, community engagement workers, and a project coordinator. The two projects will involve working in the first instance on a family violence program to support women on temporary visas escaping family violence, and on the second project working in maternal health justice settings to provide legal support to vulnerable women experiencing family violence.

## **POSITION RESPONSIBILITIES**

### **Legal Service Delivery**

1. Provide advice, casework, advocacy, and court representation in child protection, family law and a range of civil practice areas;
2. Provide legal service at NCLC's head office and at health justice partnership locations and outreach services in Hume, Moreland, and Mitchell Shire;
3. Use ICT-based devices, applications, software and services to support productivity, communication, and collaboration;
4. Provide support and supervision to ensure high quality and accurate advice and ensure the proper management of client case files.

### **Stakeholder and Community Development**

1. Working with the project teams, engage in partnership development activities with agencies and other local stakeholders to build awareness of the Safe Landing and the North West Enhancement projects;
2. Facilitate and deliver community legal education and community development including providing presentations and workshops as required.

### **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, participate in the development of strategic and innovative ways to identify and to respond to legal needs through project development.

### **Compliance and Reporting**

1. Together with the Management team, contribute to the planning and drafting of reports to acquire project funding.

## **POSITION REQUIREMENTS AND ESSENTIAL SELECTION CRITERIA**

1. Eligible to hold an unrestricted practising certificate in Victoria, with at least four to five years post-admission experience;
2. Post-admission experience in casework, litigation, and mediation/dispute settlement in child protection and/or family law;
3. Demonstrated high level of time management, organisational and administrative skills;
4. Demonstrated high level of written and verbal communication skills, particularly in simple and clear communication methods;
5. Holder of a current driver's licence, with access to a vehicle and vehicle insurance;

6. Demonstrated skills in the adoption and use of ICT-based devices, applications and software and experience in efficiently undertaking administrative duties;
7. Demonstrated experience in supervising legal staff and/or mentoring and training of less experienced lawyers and a team orientation.

#### **DESIRABLE SELECTION CRITERIA**

1. Eligibility to apply for a VLA s.29A Panel Certification in Family Law and Family Violence and/or Child Protection (or commitment to obtain same) will be highly regarded;
2. Generalist legal practice experience including VOCAT;
3. Community language or experience working with people from CALD backgrounds;
4. Experience working with disadvantaged groups within the community, and a dedication to social justice and equality.