

Generalist Lawyer/Senior Lawyer- Pathways Coordinator (3PAE+) – LCCLC

The role

The Generalist Lawyer/Senior Lawyer- Pathways Coordinator has a unique opportunity to play a key role in access to justice, through community engagement, working collaboratively with community partners and practicing as a community lawyer.

The Generalist Lawyer/Senior Lawyer- Pathways Coordinator will be a member of our generalist team, providing high quality legal assistance to vulnerable clients in a range of areas of law relevant to disadvantaged communities.

The incumbent will also oversee Loddon Campaspe Community Legal Centre's reception and intake team, ensuring a high-quality service that responds to community need. This team is a gateway to the legal assistance sector for people experiencing vulnerability in our community. The incumbent will provide guidance around intake systems, processes and guidelines including walk-in services and managing warm referral and secondary consult requests from our partner agencies. They will engage with key partners to ensure we continue to hold strong relationships with other service providers, local legal firms, Victorian Legal Aid and the CLC sector as well as monitoring and advancing systemic issues.

This is an exciting opportunity to have a tangible impact on access to justice in regional Victoria. The role would suit an experienced/senior lawyer, however could be adjusted for lawyers with three years post admission experience, with a keen appetite to advance their skills in staff supervision, providing access to justice and strategic direction, as well as stakeholder engagement. Direct client service experience and excellent interpersonal and communication skills are vital to this role.

Organisational overview

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systematic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

Vision

An inclusive community built on a foundation of human rights and equality before the law.

Purpose

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

Principles that underpin our work

Community: We serve, build capacity and are accountable to the community to which we belong.

Learning: We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.

Partnership: We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.

People: We are committed to ethical and sustainable practice that values our people in achieving our purpose.

Recognition of First Peoples: We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.

Respect: In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

About you

You are a lawyer with a passion for human rights and providing legal assistance to clients in disadvantaged communities. You have experience in supporting, supervising and mentoring either legal and/or non-legal staff.

You are able to:

- Deliver high quality, accurate legal advice and manage casework
- Develop strong relationships with other supporting organisations/services
- Manage clients and stakeholders from diverse and vulnerable backgrounds
- Problem solve and Improve systems and processes

You will be joining an established and cohesive team that has a strong culture of collaboration and continuous improvement.

The Offer

- 0.8 to 1 FTE (60.8 to 76 hours per fortnight) 2-year fixed contract, with possible extension subject to funding
- A flexible and supportive team environment where staff engagement and development are prioritised.
- \$88,761 - \$96,962 (SCHADS level 5-6) pro rata, plus superannuation (subject to skills and experience)

- 3 days ex gratia between Christmas and New Year's Day.
- Salary packaging benefits available (up to \$15,900 for living expenses + \$2650 for meal and entertainment) is available

ARC Justice is an inclusive employer. Aboriginal and/or Torres Strait Islander people, members of the LGBTIQ+ and culturally diverse communities encouraged to apply.

The Position Description can be downloaded from <https://arcjustice.org.au/get-involved/careers/>

Enquiries can be directed to Lindy Harland via recruitment@arcjustice.org.au and a return phone call will be arranged.

To apply

Applications must be submitted via email and not through any third-party recruitment platform. Please address applications to Ben Wu, People and Shared Services Manager, via email recruitment@arcjustice.org.au.

Applications must include:

- Curriculum Vitae (CV/Resume)
- A cover letter
- Your response to the key selection criteria (essential and desirable skills/experience)

Please note that applications that do not respond to the key selection criteria will not be considered for interview.

Applications will be reviewed as they are submitted.

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Key responsibilities

With supervision and support from the Practice Manager/ Principal Lawyer:

Legal Service Delivery

Provide legal assistance to clients in our practice areas by way of:

- Information, referral, advice, and casework.
- Ongoing casework which may require conferences/mediation and appearances in courts, tribunals, &/or other advocacy forums.
- Cover duty lawyer services at relevant regional courts (as need arises).
- Cover place-based services at partner organisations (as need arises).
- Deliver high standards of service to clients often with complex and disadvantaged needs, with a focus on therapeutic practices.
- Prioritise strategic casework and services and link these to our law reform, policy, and community engagement work.
- Ensure quality and consistency of delivery of legal services in accordance with CLC policies.
- Provide training and supervision to other staff, especially in specialist practice areas of law.
- Participate in legal team meetings and debriefing sessions with colleagues.

- Ensure the complete and accurate collection of client data and the application of Victoria Legal Aid grants of aid as well as data entry onto CLASS and ATLAS.
- Assist with other program areas within the CLC as required.

Human Resources (HR) management and supervision- (level of responsibility subject to experience)

- Managing a small team of non -legal and legal staff including reception staff.
- Day-to-day induction, supervision, work plans, training and mentoring of junior staff and volunteers.
- Identifying, responding to, and proactively managing minor HR and performance issues.
- Escalating major HR and performance issues to Managing Lawyer.
- Conducting annual performance reviews for junior staff (with supervision and support from the Managing Lawyer)
- Professional development to build own supervision skills and leadership competencies.
- Regular site supervision as rostered (supporting Wardens to respond to incidents).

Program/project management and reporting- (level of responsibility subject to experience)

- Day-to-day coordination of a project or portfolio.
- Reporting on project/program goals and service targets.
- Implementing and monitoring work plans.
- Contributing to internal reporting, six-monthly and annual CLSP reporting.
- Annual project reporting.

Practice management (level of responsibility subject to experience)

- Improving and building on internal legal systems, processes, and procedures
- Day-to-day supervision of legal advice and casework including strategic case direction.
- Ensuring compliance with ethical, risk and policy guidelines.
- Building internal capacity, systems and processes within identified practice areas.
- Liaising with peers across offices to promote sharing, learning and consistent practice.

Stakeholder engagement, education and law reform

- Building and maintaining referral pathways and operational relationships with courts and local service delivery partners to achieve better outcomes for clients.
- Identifying and developing community engagement and legal education opportunities.
- Monitor casework to identify systemic issues and feed this information into the service's strategic plan and work plans.
- Monitor opportunities for, anticipate and collaborate in policy and law reform activities.
- Develop and deliver legal education to community members and service providers in accordance with a work plan.

Other roles and responsibilities

- Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working.

- Seek out training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager.
- Participate in regular supervision and meet agreed performance indicators and work plan activities.
- Undertake any reasonable additional tasks as directed by management.
- ARC Justice is committed to the health, safety and wellbeing of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety and privacy laws. ARC Justice is committed to safety and wellbeing of all children and young people.

Ways of Working

- Support colleagues and the team environment – we value stepping outside of our day to day work and helping each-other.
- Contribute actively in meetings and quarterly staff days – we value your input and feedback helps us improve.
- Maintain organisational values and behaviours.
- Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.

Performance indicators

Perform effectively the duties and responsibilities in your position description with commitment and diligence.	Approach your work with adaptability and openness to feedback and learning, including seeking out relevant opportunities to support your professional development.
Use your best endeavours to protect and promote ARC Justice's interests, reputation and strategic priorities.	Contribute actively to meetings and team discussions - we value your expertise and input.
Promote a positive culture and support your colleagues – we value stepping outside of our day to day work and helping each-other.	Maintain all qualifications, licenses, skills, knowledge and competencies relevant to your employment with ARC Justice.
Maintain organisational values and behaviours as outlined within the Code of Conduct, including cultural safety and awareness.	

Key selection criteria

Essential (Skills, knowledge, experience)

1. Minimum of 3 years' experience (or equivalent) providing legal advice, casework, and representation, in one or more areas of law relevant to disadvantaged communities, particularly our key practice areas of

general civil, family violence, child protection, crime, and family law.

2. Demonstrated experience in supervising and/or mentoring staff and volunteers.
3. Exceptional interpersonal skills including a demonstrated ability to engage with people who have complex vulnerabilities including trauma and a commitment to access to justice and equity principles.
4. Experience networking and building relationships with a broad range of organisations and stakeholders.
5. Demonstrated capacity to work in a small team and support a cohesive team environment as well as ability to work independently (with supervision).
6. Attention to detail and experience with improving systems and processes

Desirable (Skills, knowledge, experience, qualification and/or training)

1. Experience in implementing, advancing, and reporting projects and programs with a strategic focus.
2. Knowledge and experience in community legal education and development, policy, and law reform.

Prerequisites

1. Eligible for an unsupervised Practising Certificate in Victoria: ARC Justice will pay for the cost of applying for or renewing a practicing certificate and the employee must continue to meet the requirements for holding a practicing certificate.
2. Unrestricted Victorian driver's license. This is at the employees' own expense.
3. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card (if applicable). ARC Justice will cover the costs involved.
4. As a child safe organization ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.
5. Based on current Victorian Government directions we are required to collect, record and hold vaccination information to ensure staff are fully vaccinated. This information will be treated as private and confidential.

Any changes to these prerequisites after employment commences must be communicated to the employer immediately by the employee.