



A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)  
ABN 23 082 541 240, 171 Hargreaves Street, Bendigo, 3550

- POSITION:** Community Lawyer - 1.0 EFT (5 days per week – 12 month contract)
- SALARY:** Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement. This position will be classified as SCHADS level 4 or 5, based on qualifications, skills and experience. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to accommodation and meal/entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered.
- HOURS:** 38.0 hours per week (Full Time) 7.6 hours per day. The position may also supervise evening advice clinics and be required to attend occasional week-end events.
- Flexitime work arrangements are available. Overtime is not payable but flexi time is available within ARC policy guidelines.
- LOCATION:** This position is based in Maryborough a minimum of three days per week. Time will also be spent in LCCLC offices in Bendigo and the position may service courts or engage with other services throughout and beyond the region, requiring travel outside of normal work hours (subject to flexitime arrangements) and possible overnight stays away from Bendigo (e.g. Melbourne).
- COMMENCEMENT DATE:** October/November 2018
- APPLICATION INFORMATION:** **Applicants are asked to address both the essential and desirable Key Selection Criteria in the position description.** Applicants who do not address all the selection criteria will not be invited for interview. Applications need to include a covering letter, resume and preferably no more than two A4 pages addressing the selection criteria and be addressed to Ms Lindy Harland, Manager and Principal Lawyer and emailed **by 9:00am, Monday 22<sup>nd</sup> October 2018**, to [recruitment@arcjustice.org.au](mailto:recruitment@arcjustice.org.au) Enquiries to Ms Harland 5445 0909. Equal opportunity principles will be applied and people from diverse backgrounds are encouraged to apply.

## KEY SELECTION CRITERIA

### **Essential** (Skills, knowledge, experience, qualification and/or training)

1. Highly motivated with a demonstrated capacity for excellence, innovation and responsiveness in legal service provision.
2. Demonstrated understanding of legal practice within a multi-disciplinary framework, including experience and a willingness to work within a community development and therapeutic framework.
3. Experience networking, building relationships and working with a broad range of organisations and stakeholders.
4. Demonstrated capacity to work in a small team and support a cohesive team environment as well as ability to work independently with minimal supervision.
5. Ability to promote an empowerment model of practice, in a non-judgmental way
6. Excellent oral and written communication skills

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

1. Demonstrated capacity to work with clients who are disadvantaged and vulnerable including those who are from culturally and linguistically diverse backgrounds and/or Aboriginal and Torres Strait Islander.
2. Experience in community legal education and development, policy and law reform.
3. Understanding of place-based strategies that may be employed to address access to justice issues.

### **Prerequisites**

1. Law degree and eligible for a practising certificate in Victoria (Junior lawyers are welcome to apply for this position)
2. Unrestricted Victorian driver's license
3. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card.

## **JOB DESCRIPTION –COMMUNITY LAWYER – LODDON CAMPASPE COMMUNITY LEGAL CENTRE**

### **Organisational overview**

#### ***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.

Loddon Campaspe Community Legal Centre (LCCLC) is a program of ARC Justice. LCCLC provides free legal information, casework and advice to Central Victorians who can't afford a lawyer or who are ineligible for legal-aid. We are targeted in the provision of our legal assistance, whereby priority is given to people effected by disadvantage, family violence and those with additional vulnerabilities.

We seek to:

- \* Provide client focused services which protect and support people to exercise their rights;
- \* Deliver community education to increase community knowledge of rights, responsibilities; support services and pathways to dispute resolution
- \* Collaborate to increase efficiency and integrated service design, ensuring a holistic client approach; and
- \* Drive systemic advocacy & law reform, leading to systems change through improving laws, policies and institutional practices.

LCCLC provides generalist services and a range of specialist services including:

- A Health- Justice Partnership with Bendigo Community Health Services
- Child protection legal assistance services
- Family Violence legal assistance services
- Bendigo Student Outreach Service at La Trobe University, Bendigo Campus
- Tipping the Scales, a Community Justice Partnership in Maryborough
- Clinical Education Program with La Trobe University law students
- A place-based community justice partnership in Maryborough

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### **Community Lawyer Role**

We are seeking a lawyer to join our team working in the Central Goldfields town of Maryborough. Maryborough. This is a generalist position within LCCLC and the incumbent will be working in a variety of practice areas relevant to disadvantaged communities. The position will be primarily based in Maryborough. Practice areas will predominately be in the areas of family violence, child protection, family law, low level criminal law and general civil law practice. The incumbent will work closely with senior lawyers, however will report to the LCCLC Manager and Principal Lawyer (MPL).

### **Position Specific Background**

Like many small regional towns Maryborough has some, but not all services, required to assist both people experiencing family violence and perpetrators, clients with Family Law issues or DHHS Child Protection involvement and community members facing criminal charges. The difficulty for many vulnerable clients in Maryborough is the requirement that they travel outside of Maryborough to get assistance from services. This in and of itself creates a problem. In 2015, Maryborough was the fifth most disadvantaged postcode in Victoria.<sup>1</sup> 'We can see that disadvantage is concentrated when we compare the 3% most disadvantaged postcodes to the rest of the state. Those living in the 3% most disadvantaged postcodes in the state are:

- 3 times more likely to be experiencing long term unemployment or have been exposed to child maltreatment
- 2.6 times more likely to have experienced domestic violence
- 2.4 times more likely to be on disability support
- Twice as likely to have criminal convictions'<sup>2</sup>

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<sup>1</sup> *Dropping Off the Edge 2015.*

<sup>2</sup> *ibid.*

LCCLC's legal services in Maryborough aim to create access to justice by delivering place based support which is tailored to local community needs.

### **Legal Service Delivery**

- Provide legal assistance (information, referral, advice and casework) in a generalist legal service in all services modes (e.g. by telephone, face to face, via video conferencing and at the evening advice service), including outreach services (predominately in the Maryborough region) and specialist clinics (e.g. child protection and family violence legal assistance services).
- Ensure quality and consistency of delivery of legal services in accordance with LCCLC policies to ensure high standards of service to clients often with complex and disadvantaged needs, with a focus on therapeutic practices.
- Regularly attend duty lawyer and mention lists at Maryborough, Bendigo, Kyneton, Castlemaine and Echuca Courts.
- Work with the LCCLC team on appropriate project management and to ensure that all reporting and funding requirements are met.
- Supervise volunteers from time to time as required.
- 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.

### **Community Development, Legal Education and Law Reform**

- Monitor casework to identify systemic issues and feed this information into the Service's strategic plan and work plans.
- Monitor opportunities for participation or collaboration in policy and law reform activities.
- Engage in appropriate law reform or community development activities as required by the legal service.
- Develop and deliver legal education to community members and service providers
- With support from senior colleagues, raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums, the media (e.g. press releases, radio interviews) and community presentations.
- Network and build relationships with a wide range of stakeholders to advance the organisation's objectives, including the Federation of Community Legal Centres, National Association of Community Legal Centres, VLA, community legal centres, private legal practices, Courts, the Department of Health and Human Services, the Department of Justice, the Law Institute of Victoria, educational bodies and other relevant community agencies.

### **General and Organisational Responsibilities**

- Work with the MPL and senior lawyers to ensure that all reporting and funding requirements are met.
- Support the achievement of the ARC Justice Strategic Plan.
- Undertake general Measurement and Evaluation activities.
- Share general office duties, including administration, as required.
- Attend internal staff and planning meetings, supervision and performance review processes.
- Travel to Shepparton, Melbourne and local regional Courts as required.

- Participate in professional development, meet CPD responsibilities and attend national and local conferences as required.
- Involvement in relevant community networks, including the Federation of Community Legal Centre members meetings and working groups.
- Involvement in fundraising and other events as required.
- Must facilitate the timely and responsible use of grievance procedures to ensure that action is taken when change is required in order for performance to be improved or conflict to be resolved.
- Must adhere to organizational policies and procedures and support the agreed ARC Justice Values and Behaviors.
- Undertake other duties as reasonably required by management team