



Position Description

POSITION DETAILS

Job title:	Graduate Community Lawyer
Classification level:	5
Service area:	Legal Services
Location:	Boronia
Reports to:	Managing Lawyer (Outer East & Yarra Ranges)
Direct reports:	N/A
Employment status:	Full-time, 12 month fixed term contract from commencement All positions at the Centre are subject to the continuation of external funding
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation
Probationary period:	A three month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice
Remuneration:	Salary package of \$82,583 per annum comprising cash salary (\$74,535), employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992 (Cwth)</i> and leave loading on annual leave. In addition, the benefits of tax-effective salary packaging are available (including access to Accommodation and Meal Entertainment packaging)
Travel:	The position will require attendance at alternate locations, including other ECLC offices and outreach, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed



EASTERN COMMUNITY LEGAL CENTRE

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

POSITION CONTEXT

The Centre is committed to working with its community utilising a variety of direct legal services and community development strategies. While this role has a focus on legal advice and casework, all staff are expected and encouraged to have some involvement in the community development and education work of the Centre.

The legal practice has a focus on family law and family violence, including an advice service at the Ringwood Magistrate's Court, as well as civil and minor criminal matters, and specialised casework.

ECLC's Graduate Program will provide an opportunity to develop skills and expertise in community law, including legal advice, casework, duty lawyering, community legal education and law reform. The Graduate Community Lawyer will receive both formal supervision and support, and informal mentoring from legal colleagues.

COLLABORATES WITH

ECLC management, employees and volunteers.

DECISION MAKING AUTHORITY

Decision making authority regarding day to day work flow. Legal practice consultation with Managing Lawyer (Outer East & Yarra Ranges).



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	<p>Daytime Legal Advice and Casework Service</p> <p>1.1. Provide legal advice at day service appointments, including outreach locations and at the Intervention Order Support Service</p> <p>1.2. Maintain individual caseload</p> <p>1.3. Ensuring compliance with professional indemnity insurance scheme</p> <p>1.4. Participate in development opportunities provided by the Centre</p> <p>1.5. Assist with the development of volunteer programs including providing support to volunteers</p>	<p>Deliver legal advice and carry the required caseload as negotiated annually (and amended as required)</p> <p>Actively engage in regular file audits</p> <p>Regularly monitor practice for compliance with guidelines and requirements</p> <p>Actively engage in required development opportunities</p> <p>Support and monitor the work of casework and other volunteers on a weekly basis</p>
2.	<p>Night Service</p> <p>2.1. Monitor advice and casework provided at night services and ensure compliance with professional indemnity insurance scheme</p> <p>2.2. Attend to correspondence and follow up casework as appropriate on night service files</p> <p>2.3. Attend night service</p>	<p>Supervise and support volunteer lawyers on allocated teams to provide advice of the highest quality</p> <p>Ensure volunteers on allocated teams are integrated with the wider practice and organisation</p> <p>Visit allocated night service teams once per quarter</p>
3.	<p>Community Development</p> <p>3.1. Encourage and foster the interaction and integration of legal assistance with the Centre's community development work</p> <p>3.2. Support the Centre to strengthen networks, engaging the support and involvement from a range of individuals and organisations e.g. court staff, legal practitioners, community agencies, volunteers</p> <p>3.3. Provide community legal education presentations and workshops</p> <p>3.4. Represent the Centre in a variety of forums</p>	<p>Participate in community development, partnership, education and law reform activities</p> <p>Deliver community legal education sessions as required</p> <p>Participate in external forums as ECLC's representative as required</p>



4. Accountability	
4.1. Participate in legal and professional supervision with the Managing Lawyer (Outer East & Yarra Ranges)	Participate in fortnightly legal and professional supervision
4.2. Actively engage with internal and external mentors	ECLC policies and procedures adhered to at all times
4.3. Undertake training and professional development in consultation with the Managing Lawyer (Outer East & Yarra Ranges)	
4.4. Adhere to all ECLC policy and procedures	

KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- Holds or is eligible to hold a Practising Certificate in Victoria

Essential Knowledge & Skills

- Interest in gaining experience in a broad range of legal areas, including family law/family violence
- A client-focused philosophy and approach
- The ability to apply legal frameworks to practice
- Ability to take direction and work effectively in a team environment
- Excellent written and verbal communication skills along with sound attention to detail
- Commitment to the philosophy and principles of community legal centres
- Commitment to social justice and equality

Desirable Knowledge and Skills

- Experience working with people from Culturally and Linguistically Diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds
- Volunteer experience within the community legal sector

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to work under pressure
- Discretion and professionalism



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

Commitment to ECLC Vision, Mission, Aim and Values

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

Engagement

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings

Integrity

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures

Inclusiveness

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct

Consumer/Client-Centred

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services

Self-Referral

- It is Centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms

Pre-employment Verification

- Appointment may be subject to satisfactory completion of screening requirements including but not limited to:
 - provision of a current practising certificate
 - A valid Employee Working With Children Check
 - National Criminal History Check
 - International Criminal History Check
 - verification of work rights in Australia
 - certified copies of qualifications



APPLICATION PROCESS

Applications must clearly address the key selection criteria. Applications that do not address the key selection criteria will not be considered.

Applications should be marked as *confidential* and addressed to:

Michael Smith
Chief Executive Officer
Eastern Community Legal Centre Inc.
Suite 3, Town Hall Hub
27 Bank Street, Box Hill 3128
people@eclc.org.au

Applications close at Midnight, Sunday 2 December 2018

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.eclc.org.au

Questions: Please contact Amanda McAnuff, Managing Lawyer (Outer East & Yarra Ranges) on 0436 674 635.