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| **Aim of Position:** | **To provide high quality legal assistance to clients of the Tenants Victoria Legal Service (TVLS) clients and support the other work of Tenants Victoria.** |
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| **Context:** |  |
| Tenants Victoria is a specialist community legal centre based in Fitzroy, Melbourne, supporting tenants in public and private housing and rooming houses. We provide legal advice, referral and representation to tenants and we advocate and campaign for reform to residential tenancy law and practice. Through our education and training programs we support other community agencies build capability to assist their clients.  Clients of Tenants Victoria Legal Service (the Legal Service or TVLS) are primarily residential tenants (including public and community housing, rooming house and caravan park residents) but may include some clients with general consumer problems.The Legal Service currently employs staff in a range of roles. A Principal Lawyer is employed as a supervising legal practitioner to take responsibility for the services delivered as required bythe *Legal Profession Uniform Law Application Act 2014*. The Principal Lawyer is assisted by Senior Lawyers who provide direct supervision of other casework and advice staff.The Legal Service is required to operate in accordance with a range of statutory requirements, funding and service agreements and internal guidelines. |
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| **Objectives:** |
|  | **To provide high quality legal assistance to clients of the TVLS** |
|  | **To provide appropriate legal advice to client organisations and their staff as required** |
|  | **Engagement with policy and advocacy by identification of systemic issues and contribution to addressing reform** |
|  | **To assist the organisation to maintain appropriate professional standards and comply with relevant legal requirements.** |
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| **Key Responsibilities:** |
| Lawyers are required to perform all duties under the direct supervision of the Senior Lawyers and in accordance with the TVLS Practice Manual. To further the above objectives the key duties of the position include but are not limited to the following: |
|  | Maintain and apply a comprehensive working knowledge of the relevant legislation, social housing policies and procedures and approved TVLS practice. |
|  | Participate in the roster of advice services including phone, in-person, e-mail services and the Outreach program as and when required. |
|  | Provide information, advice and other relevant assistance to all eligible clients. |
|  | Conduct litigation and advocacy work on behalf of TVLS clients as required. |
|  | Properly maintain advice notes, casework files and service data in accordance with TVLS policies, procedures, service guidelines and other requirements. |
|  | Identify systemic issues arising from client assistance and report those issues to policy staff in accordance with the service guidelines. |
|  | Achieve key performance activity levels and goals within the limits set from time to time by the organisation.  |
|  | Provide appropriate legal advice about residential tenancies matters to client organisations and their staff as required. |
|  | Undertake professional development activities to improve and develop legal and non- legal skills  |
|  | Assist with continuous improvement of the TVLS. |
|  | Assist with the training and orientation of new staff. |
|  | Perform other duties as directed by the Principal Lawyer or the CEO. |

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| **Corporate Responsibilities:** |
| All staff are expected to behave at all times in a manner consistent with our: |
|  | Statement of Strategic Intent |
|  | Values and Style Statement |
|  | Quality Management System |
|  | Legal Practice Manual |
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| **Accountability:** | The position reports to the Senior Lawyer and Principal Lawyer. |
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| **Special Requirements:** |
|  | Lawyers must be legally qualified and hold (or be able to hold) a practising certificate under the *Legal Profession Uniform Law Application Act 2014*. |
|  | All advice and advocacy service staff must undertake a Police Check and Working with Children Check prior to employment. |

*This position description outlines the current responsibilities of the position. These will be reviewed regularly with the staff member and are subject to change according to the needs and priorities of Tenancy Victoria*