

Police Accountability Solicitor

Position Description

1. Overview of Flemington Kensington Community Legal Centre Inc.

The Flemington & Kensington Community Legal Centre Inc. (FKCLC) seeks to ensure that people in the community have equal access to justice. We provide free legal advice and casework service to community members, community legal education to groups and local agencies, a migration advice service and a specialist Police Accountability Project which advocates for victims of human rights abuses by police.

About the FKCLC Police Accountability Project

The Police Accountability Project (PAP) is a state-wide specialist and innovative legal practice located within the Flemington & Kensington Community Legal Centre, taking the lead in police accountability law and strategies. By providing victim centered remedies, strategic litigation, evidence based research, community support, policy and law reform, the Police Accountability Project aims to drive the political, cultural and systemic change required for true police accountability.

2. Purpose of the Role

The Police Accountability Solicitor will have a passion for systemic and survivor-centric advocacy and social change. This key position drives high quality legal casework and advocacy with clear public interest, human rights & police accountability outcomes. Working within a small staff team the solicitor has responsibility for maintaining a data collection and reporting system for the practice. The role also involves some community legal education, law and policy reform, and occasional media communications.

3. Employment Conditions

Hours and contract

This is a three-day (0.6EFT or 22.5 hour per week) part-time contract position for 12 months with intention to extend for a second year. Days and hours of work are negotiable and will require flexibility and include some out of hours work. Family friendly, flexitime and time in lieu arrangements are available.

Salary

\$83,558 (pro rata), employer funded superannuation (9.5%) and the benefits of tax-free salary packaging (up to \$15,900).

Award

Conditions are currently based on the [SCHCDS Modern Award 2010](#) and the Victorian Community Legal Centres Multiple Business Agreement 2010-2011.

Superannuation

The *Superannuation Guarantee* Act provides for 9.5% compulsory superannuation payments to be paid by your employer in addition to your wages into an approved scheme.

Location

Based in Kensington. Melbourne metropolitan.

This position will require some travel to attend meetings, court hearings, outreach, training etc. Travel costs will be reimbursed. If a private car is used then comprehensive insurance is required.

Characteristics of this role

The Centre operates under a flat staffing structure and all employees receive wage parity. All staff contribute to decision making, planning and policy development via staff meetings and exercises some managerial responsibilities for the centre.

The position will work under supervision of the Principal Solicitor and in close collaboration with the Police Accountability Project team and assists in the development of operational policies and practices. A high level of personal skills is required.

4. Responsibilities

Casework

- Assess referrals and intake involving police accountability matters;
- Undertake legal casework, including criminal defence, negotiation, general advocacy and representation before courts and tribunals where appropriate;
- Respond to enquiries and provide legal advice to clients;
- Supervise work undertaken by secondees, junior lawyers and volunteers.

Growth and Sustainability

- Maintain and build partnerships with pro-bono partners, law firms and other organisations to assist the legal centre with additional resources, finances, fundraising and employee secondments;
- Ensure strong and effective relationships are built and maintained with legal bodies, barristers and other organisational supports.

Law and policy reform / Community Legal Education

- Identify and monitor systemic legal policy issues and areas for law reform that impact upon clients and the community;
- Participate in the development, publication and dissemination of legal education material through the community including work with media;
- Assist in the development and delivery of community legal education programs in the community;
- Represent the Police Accountability Project and its policy positions when attending working groups, talks, conferences and seminars;

Organisational relationships

- Work collaboratively with pro-bono partners, and legal teams on behalf of the centre;
- Work closely with the Executive Officer and other staff to manage centre;
- Ensure that the Board is properly apprised of PAP casework activities;

- Supervise volunteers.

Extent of authority

- This position exercises a high degree of autonomy;
- Manages their own work area and shares numerous managerial functions with staff team.

5. Requirements of the position: (Selection Criteria)

Skills, knowledge, experience and training

1. Strong and demonstrable commitment to social justice, community development and the aims of Police Accountability Project;
2. At least 2 years post-admission experience in criminal defence casework and representation. (inquest experience and civil litigation, personal injury and family violence is also very desirable);
3. Ability to identify systemic public interest outcomes thorough case work and advocacy;
4. Ability to manage a number of key external relationships and to work in collaboration with a range of stakeholders;
5. Excellent interpersonal and communication skills;
6. Knowledge and experience in working with criminalised and racialised clients and culturally diverse communities, particularly those of refugee and migrant backgrounds;
7. Ability to control and coordinate work area, set priorities, work with limited direction and administrative support and seek support when required;

Qualifications

8. Admitted to practice as a Solicitor of the Supreme Court of Victoria and to hold (or be eligible to hold) a current unrestricted practicing certificate under *Legal Profession Uniform Law Application Act 2014*.

6. How to Apply

All applications must address the selection criteria and include a current CV.

Reference Checks

Three referees will be required. Each referee must be in a position to comment knowledgeably about the applicant's recent work performance. Personal referees are not appropriate.

Additional Information

If additional information is required contact Anthony Kelly, Executive Officer, on 03 9376 4355.

Applications

Applications should be marked as confidential and submitted via:

Post
Anthony Kelly
Executive Officer

Flemington Kensington Community Legal
Centre
PO Box 487 Flemington
3031

Hand Delivery
22 Bellair Street
Kensington

Fax 03 9376 4529

Email ceo@fkclc.org.au

Closing Date: 9.00am Mon 10th February 2020

Police Accountability Solicitor's signature		Date	
Executive Officer 's signature		Date	