st kilda legal service

# Lawyer – family violence

## Position description

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| **Position title** | Lawyer – family violence |
| **Position reports to** | SKLS Principal Lawyer[s] & Managing Lawyer – LGBTIQ Legal Service |
| **Position works in close collaboration with** | Family violence and family lawyers<br>LGBTIQ Legal Service staff |
| **Employment status** | Fixed term for one year |
| **Hours** | Full time (38 hours per week), will also consider application to work 0.8 or 0.9 FTE |
| **Salary** | $86,682.00 per annum (full time), plus 9.5% superannuation, annual leave loading and salary packaging |
| **Award & classification** | The terms and conditions of employment are set out in the Community Legal Centres 2006-2009 Multiple Business Agreement and St Kilda Legal Service policies<br>The position is classified at Level 5.3 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award |
| **Location** | 161 Chapel Street, St Kilda (remote during COVID-19 restrictions) |
| **Closing date** | 9am on Monday 28 September 2020 |
| **For further information** | Mel Dye, Chief Executive Officer, 0402486048 |

## Key responsibilities

The key objectives of the position include:

- provide duty lawyer services at the Specialist Family Violence Court at the Moorabbin Justice Centre (MJC)
- provide pre and post-court advice and referrals to clients involved in family violence proceedings at the MJC
- provide targeted legal advice and strategic casework to clients of the LGBTIQ Legal Service at risk of or experiencing family violence

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- explore new approaches to service delivery and legal education to the LGBTIQ communities which may include the provision of digital and remote strategies
- develop and maintain relationships with key organisations and stakeholders, and represent SKLS at meetings and networks
- supervise volunteer students and lawyers, under direction and with the support of the principal lawyer
- assist with the governance, reporting and evaluation requirements of the position, including preparing case studies and reports for the SKLS Board and funders
- cover other legal clinics or outreach services as directed and when required
- perform other duties as directed and necessary to the proper performance of the role.

*This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of St Kilda Legal Service.*

## Key selection criteria

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| **Qualifications** | • Admitted or eligible for admission as a legal practitioner in Victoria and hold or the ability to hold an unrestricted practising certificate |
| **Experience** | • Three years post admission legal practice experience or significant other relevant prior experience<br>• Demonstrated experience assisting and representing clients in family violence matters<br>• The following areas of experience considered an advantage: family law, child protection and VOCAT<br>• Demonstrated stakeholder engagement experience, preferably in the family violence and/or LGBTIQ sectors. |
| **Knowledge, skills & attributes** | • A strong commitment to social justice, especially responding to the legal needs of people at risk of or experiencing family violence<br>• Demonstrated knowledge and understanding of the LGBTIQ communities<br>• High level of communication and engagement skills, and the ability to form good relationships – both internally and externally<br>• Ability to work independently as well as collaboratively within multi-disciplinary teams<br>• Ability to stay focussed under pressure and appropriately prioritise competing demands<br>• A commitment to SKLS's objectives and values. |

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## Employee benefits

St Kilda Legal Service offers employment benefits including salary packaging (making part of your salary tax-free), annual leave loading of 17.5%, bonus leave between Christmas Day and New Years' Day, flexible working arrangements and opportunities for professional development.

## Important information

For further information about the St Kilda Legal Service please visit www.skls.org.au

**The application process is as follows:**

- Address applications to Mel Dye, Chief Executive Officer, and should comprise a one-page cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria.

- Email applications to jobs@skls.org.au as a **single word or PDF file** including "Lawyer – Family Violence" via Ethical Jobs" in the email subject line.

- Applications close at 9am on Monday 28 September 2020.