

Lawyer

Access Program

Lawyer, Access Program

An exciting opportunity has arisen to join one of Australia's most successful public interest and social justice organisations. In the face of rising levels of unmet legal need, Justice Connect designs and delivers high impact interventions to increase access to legal support and progress social justice.

We are committed to taking an impact-focused approach, applying research and design principles to develop our products and services to ensure they make a tangible difference for our clients and sector peers.

We deliver services that assist both people and community organisations. Those we assist often struggle to navigate the law, are unable to use the law in their daily lives and experience the impacts of harsh and unjust laws. We aim to prevent and to solve legal problems so that we can prevent the negative impacts on people's lives and organisations and empower the community to use the law as a force for good.

Given the scale of the challenges we address, we use digital innovation to extend our reach and impact, supporting us to be more efficient and accessible, while helping us capture and use data to better understand legal need and underlying systemic issues.

We harness the extraordinary pro bono contributions of over 50 member firms and the barristers we work with across the country. We channel pro bono effort through our innovative service models to ensure that pro bono hours deliver real impact for the community.

We develop strategic interventions to help address the system-level drivers of legal problems and barriers people face when engaging with the legal system. By addressing root causes of flawed or unfair laws and poorly designed systems, we prevent the long-term challenges that people and organisations continue to face.

Our creative and passionate staff drive us forward with a commitment to evaluation and iteration that ensures our impact increases year on year.

The Access Program works to increase access to legal support and progress social justice. It achieves this through three key focuses: providing legal support at scale through digital strategies, rapid responses to community need including disaster response work, and focused work on priority areas of financial and employment law problems.

The team uses a range of approaches including specialist advice, pro bono referrals and online resources. We leverage innovative technology and our network of over 10,000 pro bono lawyers that assist in delivering our legal services. We help across a wide range of areas of law and at all stages of legal issues. We have particular expertise in dealing with issues that have escalated to court proceedings with a long history of running court-based services across a range of jurisdictions.

By identifying and responding quickly to emerging legal trends and using a multi-intensity, multi-channel approach, we strategically tackle legal need in the community. In all our work, we centre client experience and our aspiration to maximise the impact of our interventions.

This newly created **Lawyer** position is an opportunity for a recent graduate to gain exposure, and contribute, to the assistance Justice Connect provides to help-seekers across a range of areas of law. The Lawyer will provide legal assistance in our priority areas of law, to people experiencing legal problems related to work and financial stress. The lawyer will also support our work in other areas of law as required, gaining experience in disaster response, human rights, and migration legal assistance; and exposure to the important contribution of pro bono assistance to access to justice.

We know our team and our organisation is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.





Applications close 9:00am on Monday 27 September 2021.

Position description

Position title	Lawyer, Access Program
Position reports to	Manager – Service Delivery and Principal Lawyer
Position Works in Close Collaboration with	Principal Lawyer, other lawyers and paralegals
Employment status	Fixed-term until 30 June 2022
Hours	37.5 hours per week (1.0 FTE)
Salary	\$68,961.27per annum plus 10% superannuation, annual leave loading and generous salary packaging (<i>lawyer level 0</i>)
Location	Sydney or Melbourne (remote during COVID-19 pandemic)
Closing date	9:00 am, Monday 27 September 2021
For further information	Contact Raquel Dos Santos, on (03) 8636 4452 or at Raquel.DosSantos@justiceconnect.org.au

Role purpose

The Lawyer role will contribute to the work of Access Program to identify trends in service delivery data, to ensure our service delivery informs the development of new approaches, and participate in strategic work focused on addressing system-level issues and improving access to justice. The lawyer will participate in priority projects focused on further improving the services provided by Justice Connect including updated intake and triage processes and the identification and development of self-help resources.

Key responsibilities

- Under supervision, contribute to the Access Program's legal assistance services, including:
 - intake and triaging of enquiries from help-seekers, considering requests for legal help and informing decisions about the nature of assistance to be provided;
 - providing help seekers with legal information and legal advice through a range of service offerings;
 - identifying pro bono opportunities and facilitating pro bono referrals to Justice Connect member law firms and barristers;
 - Identifying and researching the legal issues involved in help-seeker enquiries, preparing briefs and referral materials for pro bono lawyers and barristers.
- Undertake legal research and analysis around relevant policy/law reform issues in the Access Program's priority focus areas of employment and financial wellbeing, and provide input into strategic advocacy activities.



- Escalate risk and legal practice management issues to the Principal Lawyer or Manager.
- Assist with the development and revision of plain language resources and self-help tools for individuals such as fact sheets, guides, videos and applications.
- Assist with the support and guidance of volunteers and PLT students.
- As part of the Justice Connect team, develop and maintain collaborative relationships with key stakeholders and partners, including with courts, key referrers and Justice Connect pro bono partners.
- Contribute to Justice Connect's Reconciliation Action Plan activities.
- Contribute to the implementation of Justice Connect and Access Program strategy.
- Contribute to the continuous improvement of the Access Program and Justice Connect, including through participation in program and organisation-wide projects.
- 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 Justice Connect.

Selection criteria

Qualifications	<ul style="list-style-type: none"> • Australian legal practitioner and hold a supervised practising certificate (essential)
Technical expertise	<ul style="list-style-type: none"> • Excellent understanding of legal issues commonly faced by legal help seekers experiencing disadvantage • Work experience in civil litigation and dispute resolution, and relevant civil law areas including employment, credit and debt, human rights, migration (desirable). • Demonstrated experience with database and electronic client file management, proficiency in other Microsoft products including Office suite and Teams
Experience	<ul style="list-style-type: none"> • Experience in the delivery of plain language legal assistance services to disadvantaged and vulnerable individuals • Aptitude for delivering legal training to legal and non-legal audiences • Experience in law reform and advocacy (desirable) • Work experience in a not-for-profit or social enterprise (desirable)
Knowledge, skills & attributes	<ul style="list-style-type: none"> • A commitment to Justice Connect's strategy and values, including in social justice and the role that community organisations play in improving society • Excellent verbal and written communication skills • Highly motivated, diligent, sound judgement • Sound computer skills within a legal practice environment • Excellent time management skills and ability to meet deadlines • Able to work autonomously and as a part of a team • Comfort working in an agile legal practice and environment, with openness to pivoting as organisational and team priorities change

- Curiosity, flexibility and open mind, and comfort working in ambiguity and an environment of change
- Highly motivated, well organised and excellent attention to detail
- Commitment to social justice and Justice Connect values, being client centred, inclusive, collaborative, responsive, innovative and impactful

Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work please visit www.justiceconnect.org.au

The application process is as follows:

- Applications should be addressed to **Raquel Dos Santos, Manager – Service Delivery & Principal Lawyer, Access Program** and should comprise a cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria
- Applications should be emailed to hr@justiceconnect.org.au as a **single word or PDF file** including “Lawyer, Access Program via Ethical Jobs” in the email subject line.
- **Applications close at 9:00am, Monday 27 September 2021.**
- Interviews to take place during the week commencing Monday 27 September 2021.

