

Role Description

Lawyer – Unrestricted Practice

Organisation	Caxton Legal Centre
Business Unit/Practice	Human Rights and Civil Law Practice
Location	Brisbane
Reports to	Legal Practice Director
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 5
Approved By	CEO
Date of Approval	October 2021

Overview of Caxton

Caxton Legal Centre represents the interests of people who are disadvantaged or on a low income when they come into contact with the law. We do this by strategically advocating to government, providing legal advice and social work services, publishing legal information and building community awareness about the issues faced by the people we help.

Caxton is an independent, non-profit, non-government community legal centre. We are committed to achieving the best outcomes for people who are on a low income or otherwise disadvantaged by working with partners from the community, government, university and private sectors.

Our vision:

A just and inclusive Queensland.

Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

Primary purpose of the role

The lawyer is responsible for providing legal advice and casework to clients across a range of areas of law including human rights and anti-discrimination; employment; retirement villages and manufactured home parks; coronial inquests, civil; crime; credit and debt and consumer law. The position is responsible for checking advice provided and following up evening advice clients, providing advice to daytime clients and undertaking casework in accordance with the casework guidelines.

Key accountabilities

- Apply and strengthen existing knowledge of relevant areas of law to deliver legal advice and casework as directed by the Practice Manager
- Work collaboratively to provide a holistic, client-centered service to diverse clients within a human rights framework
- Deliver community education, engage in sector development and networking; contribute to law and policy reform

Key challenges

- Working with clients with complex legal and social issues
- Providing advice to clients who may have an impairment or be culturally or linguistically diverse

Key relationships

Who	Why
Internal	
• Social workers	• To provide a holistic service to clients beyond legal advice
• Front office team	• For coordination of client clinics
• Volunteer Coordinator	• To ensure volunteers have the expertise in the required area of law

Role dimensions

Decision making

Identify and refer clients with social welfare issues to the social worker

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Demonstrated experience in the relevant area of law

Bachelor of Laws

Eligible for admission as a legal practitioner of the Supreme Court of Queensland

Current Unrestricted Practising Certificate

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: