

Position Description



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| Position Title | Lawyer |
| Location | NSW Office or Victorian Office (note remote working arrangements are available) |
| Department / Service | Legal Service |
| Reporting To | Managing Lawyer, Legal Service |
| Main Purpose of Position | Responsible for the provision of legal advice and case work to clients throughout Australia who are affected by international parental child abduction (IPCA). |
| Number of Direct Reports | 0 |
| Decision Making Authority | As per ISS Australia's Delegation of Authority and in accordance with ISS Australia's policies and procedures. |
| Key Relationships | <p>Internal</p> <ul style="list-style-type: none"> • Managing Lawyer, Legal Service • Legal Service team members • Victorian Office and NSW Office Teams <p>External</p> <ul style="list-style-type: none"> • Australian Central Authority • Community Legal Centres New South Wales/ CLCs Australia • Referring agencies and professionals |
| Key Selection Criteria | <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Current practising certificate, preferably not subject to supervised legal practice restrictions. • Ideally, a minimum of two years' experience in family law. <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Excellent written communication skills, including the ability to draft complex affidavits. • Highly developed interpersonal skills, including the ability to relate well to a wide range of clients in considerably distressing circumstances. • Ability to develop positive relationships with clients remotely. • Excellent organisational and time management skills and the ability to deal effectively with competing priorities. • Proven ability to liaise, develop and maintain effective relationships and work productively with a wide range of government and non-government agencies. • Ability to work independently and as part of a multidisciplinary team. • Excellent IT skills and ability to learn new software or programs quickly. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Ability to contribute to a positive working environment and work within a small team • Able to work collaboratively in a multidisciplinary team |

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| | <ul style="list-style-type: none"> • Self-motivating and managing, able to work independently and proactively • Able and open to learning quickly and continuously • Keen to assist people in times of considerable person distress. |
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| Key Areas of Responsibility | Key Performance Indicators |
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| Information, advice and casework | <ul style="list-style-type: none"> • Provide clients with information and advice with respect to the prevention of IPCA and the recovery of children affected by IPCA. This includes abductions to Hague-Convention and non-Hague Convention countries. • Responsible for the preparation of return and access applications under the 1980 Hague Convention. • Facilitate the execution and filing of return and access applications under the 1980 Hague Convention with the Australian Central Authority. • Prepare and facilitate the execution and filing of applications pursuant to Australia's Bilateral Agreements with Lebanon and Egypt. • Provide guidance to legal assistants and volunteers. |
| Referral | <ul style="list-style-type: none"> • Advise clients about relevant ISS Australia services, including IPCA social work support and international family mediation. • Make appropriate external referrals as necessary. |
| Data and report writing | <ul style="list-style-type: none"> • Maintain up-to-date and accurate quantitative and qualitative data, in agreed formats, on services provided to IPCA clients • Prepare periodic reports on service delivery and other service-related issues for the funding body, if directed to do so |
| Service representation and promotion | <ul style="list-style-type: none"> • Liaise with the Australia Central Authority and other government and non-government bodies, as required, to ensure effective service delivery. • At the direction of Managing Lawyer, represent the service in a range of networks, forums and meetings |
| Other duties | <ul style="list-style-type: none"> • General administrative duties, including maintenance of client information database, word processing and photocopying • Data entry of required information • Actively participate in staff meetings, annual planning and strategic development • Undertake appropriate professional development activities • Undertake research and prepare papers as directed by Managing Lawyer • Work cooperatively with all ISS Australia staff members, students and volunteers to contribute to a positive and supportive work environment • Undertake other duties in keeping with the position's level of responsibility, as directed by the Managing Lawyer or Chief Executive Officer. |

| Conditions of Service | |
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| Hours | Part-time or full-time options available 0.6 - 1.0 FTE (as negotiated) |
| Other | Position may require some out of hours work and some travel. |

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| Salary Package | A competitive salary for the not-for-profit sector, with superannuation and salary packaging in accordance with ATO regulations for FBT-exempt charities and ISS Australia's policies. |
| Tenure | Fixed Term Basis subject to ongoing funding, with a 3 month probationary period. |
| General | Employment with ISS Australia is subject to a satisfactory National Police Check and provision of a current Working with Children Check. |

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| Approvals | |
| Created by | Managing Lawyer |
| Approved by | Acting Chief Executive Officer |
| Date of most recent update | July 2022 |
| Review date | July 2023 |

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