

## COMMUNITY LAWYER

### Position Description

<b>Position title</b>	Community Lawyer
<b>Hours</b>	30.4 hours per week
<b>Term of employment</b>	Fixed term contract to 30 June 2023
<b>Industrial instrument</b>	Community Legal Centres Multi Business Agreement 2006-2009
<b>Pay level</b>	Social Community Home Care and Disability Services Industry Award 2010 Pay Tables (SACS Employee Level 6), plus leave loading and superannuation. Salary packing available.
<b>Reports to</b>	Chief Executive Officer, Social Security Rights Victoria
<b>Direct reports</b>	No direct reports
<b>Location</b>	The position is based at Social Security Rights Victoria's office in Fitzroy, Melbourne. Travel to and work from other locations may be required.
<b>COVID-19 arrangements</b>	Staff may be required to work remotely from their homes from time to time depending on COVID restrictions.

### CONTEXT

Social Security Rights Victoria (SSRV) is an independent, state-wide community legal centre that specialises in social security and related law, policy and procedure. Our vision is for a fair and just society in which all people are able to receive a guaranteed adequate income in order to enjoy a decent standard of living. SSRV's contribution to this vision is the provision of legal services to vulnerable and disadvantaged Victorians, and those who support them, which assist them to secure and protect their right to equitable social security entitlements.

Our 2022-2025 strategic priorities include:

- SSRV is capable, sustainable and able to respond to the legal needs of people experiencing disadvantage.
- People experiencing disadvantage have increased access to justice.
- Community members and service providers have increased capability to understand and address legal issues.
- SSRV and its stakeholders have increased capability to provide integrated responses to the needs of people experiencing disadvantage.
- Decision-makers address systemic issues.

SSRV is governed by a skills-based Board elected from its membership. Funding is sourced mainly from the Commonwealth and Victorian governments, and it is primarily administered by Victoria Legal.

## **KEY RESPONSIBILITIES**

This position has a focus on social security related legal service delivery to Victorians affected by bushfires and other disasters. The position will also contribute to the disaster legal need preparedness and response initiatives being undertaken by SSRV.

Working as part of a small team within a community based legal practice, and ensuring that all work is conducted within the requirements of the *Legal Profession Uniform Law Application Act 2014* and the Uniform Rules, SSRV's professional indemnity insurance and organisational policies and procedures, and own professional obligations:

- a. Develop and maintain knowledge of relevant legislation, policy, practices and resources relevant to the role.
- b. Provide high quality legal information, advice, casework and representation services.
- c. Provide information, advice, secondary consultation and casework support, as appropriate, to community lawyers and workers who are assisting their clients with social security matters.
- d. Maintain accurate and current client records and an appropriate case management system, including undertaking regular file reviews.
- e. Maintain client and service data, monitoring and reporting records as required.
- f. Participate in regular supervision, casework and staff meetings.
- g. Contribute to the development and delivery of community legal education activities and resources.
- h. Contribute to identifying and responding to systemic trends and issues arising from casework and stakeholder engagement.
- i. Contribute to stakeholder engagement and networks.
- j. Contribute to disaster legal need assessment, preparedness and response initiatives.
- k. Positively undertake continuous improvement, monitoring and evaluation, planning and reporting activities as directed and relevant to the role.
- l. Participate in professional development to develop and improve legal and non-legal skills.
- m. Undertake administrative tasks related to role and other duties as directed by management.

## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Qualified lawyer, eligible to practice in Victoria.

### **Skills and Knowledge**

- Understanding of and/or capacity to develop expertise in relevant areas of law and practice, specifically social security and administrative law.
- Demonstrated sound legal casework skills, including the ability to undertake high quality legal research, draft effective submissions, advices and legal correspondence.

- Experience in providing representation in courts/tribunals.
- Demonstrated experience in working and developing effective relationships with clients and other stakeholders from a diverse range of backgrounds.
- Excellent verbal and written communication skills including experience in delivering presentations, developing information/education resources, drafting submissions, reports and contributing to monitoring and evaluation activities.
- Flexible and proactive, with strong organisational and time management skills, including the ability to manage competing demands, prioritise tasks and meet deadlines.
- Strong analytical and problem-solving skills.
- Sound teamwork and interpersonal skills.
- Competence in use of Microsoft Office programs and experience in using databases.

### **Desirable**

- Understanding of legal assistance sector.
- Understanding of and commitment to integrated service provision.
- Prior involvement in legal service response to bushfires and disasters.
- Experiencing in community legal education, law reform and legal policy work.
- Current driver's licence.

### **TERMS & CONDITIONS OF EMPLOYMENT**

- This is a fixed term position to 30 June 2023.
- A six-month probation period applies.
- Salary packaging is available.
- Four weeks pro rata annual leave, additional pro rata leave.
- Legislated superannuation and portable long service leave contributions.
- The position is based in Fitzroy, some travel to and work from other locations may be required. Reimbursement is provided for the use of personal vehicle for work purposes.
- The employer will cover reasonable costs associated with professional registration, memberships and continuing professional development.
- The successful applicant may be required to provide a satisfactory police check prior to final confirmation of employment.

<b>Position Description Review and Version Tracking</b>			
<b>Version</b>	<b>Date Approved/Reviewed</b>	<b>Approved By</b>	<b>Next Review Date</b>
1	July 2021	Director	July 2022
2	September 2022	CEO	July 2023