

Position title: Lawyer or Senior Lawyer, Court and Tribunal Services (CTS)

Reports to: Director, Court and Tribunal Services

Date: June 2024

SUMMARY

LawRight's Court and Tribunal Services (**CTS**) coordinate pro bono resources to provide unbundled legal assistance, pro bono referrals and mediations for self-represented parties, together with representation in selected matters. CTS has offices that service the State Courts (District and Supreme Courts and Court of Appeal), the Queensland Civil and Administrative Tribunal and the Federal Courts (Federal Circuit Court and Family Court and Federal Court).

Lawyer and Senior Lawyer roles are focused on delivering high quality legal services in civil matters in one of the CTS locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Lawyer and Senior Lawyer

1. Conduct and supervise casework, including by:
 - a. Providing day to day or task specific supervision to paralegals, non-lawyer secondees, clinic students, PLT students, and student volunteers;
 - b. Receiving requests for assistance from potential clients and undertaking assessment of their eligibility for assistance and triaging requests for assistance as required;
 - c. Providing advice to clients, including on a drop-in basis, staffing appointments, undertaking advocacy (as authorised in specific practice area by LawRight's Casework policy and procedure) and instructing counsel, as required;
 - d. Making appointments for clients with volunteer solicitors and drafting briefs for, and liaising with, volunteer solicitors as necessary;
 - e. Identifying pro bono opportunities and referring appropriate matters to LawRight member firms and barristers;
 - f. Settling written correspondence, as delegated under LawRight's Delegations policy and procedure; and
 - g. Escalating risk and legal practice management issues to a Senior Lawyer or the CTS Director;
2. Assist with the general running of the LawRight office in which they work by:
 - a. Supporting the operation of any student clinics connected to that location;
 - b. Contributing to stakeholder engagement, including by presenting information sessions and attending meetings; and
 - c. Contributing to the development and maintenance of legal resources.
3. Contribute to the operational and strategic objectives of the LawRight office in which they work;
4. Work with and support the CTS Reference Group, as directed by the CTS Director; and
5. Participate in the general activities of LawRight.

Senior Lawyer - additional responsibilities

6. Manage the operation of a LawRight office, with general direction from the CTS Director;

7. Have delegated responsibility under the Risk Management Guide and perform the following duties with general direction from the CTS Director:
 - a. Management of client files within a specific LawRight practice area;
 - b. Make decisions about the nature of assistance to be provided in individual cases, in accordance with established policies;
 - c. Supervise the legal work conducted by paralegal/s, staff and secondee lawyers as required depending on the PAE of the lawyer; and
 - d. Supervise, review and settle advice provided by volunteer lawyers.
8. Oversee, supervise and support staff, secondees, volunteer lawyers, clinic students, PLT students and student volunteers in the operation of their duties and ensure maintenance of LawRight values and professional standards by all team members, with general direction from the CTS Director;
9. Develop and conduct training for volunteer lawyers, under general direction from the CTS Director;
10. Assist the CTS Director to ensure volunteer support, including liaising with partner law firms and member barristers;
11. Build and maintain strong stakeholder relationships, including courts and tribunals, members, and key referrers, to maximise the effective operation of CTS, including by arranging regular training or information sessions, developing information and promotional resources and presenting at public functions and forums;
12. Contribute to the operational and strategic objectives of CTS;
13. Liaise with LawRight management and other LawRight staff to ensure appropriate service coordination and coordination with other LawRight services and activities;
14. Manage and contribute to reporting to LawRight's Management Committee with direction from the CTS Director; and
15. Manage and contribute to any relevant funding agreements under general supervision from the CTS Director.

More experienced Senior Lawyers will also:

16. Demonstrate an ability to undertake, at a minimum, the duties in paragraphs 6, 7 and 11 with limited direction;

And will also undertake some of the following:

17. Oversee and develop significant (multi-stage) projects;
18. Identify opportunities for the development of new projects or procedures;
19. Support the CTS Director to oversee and implement:
 - a. LawRight Strategic, Operational and Communication Plans together with any other LawRight plans and operations, including but not limited to research, law reform, events, community and professional education, recruitment of new member law firms and barristers, Management Committee reports, and funding projects; and
 - b. implement and enhance LawRight policies and procedures; and
20. Contribute to the operational objectives of LawRight.