

NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

POSITION:	Employment Lawyer OR Senior Employment Lawyer
EMPLOYMENT TYPE:	Full time, 38 hours per week
POSITION HOURS:	Monday to Friday, 7.6 hours per day between the core hours
REPORTS TO:	Managing Employment Lawyer
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi Enterprise Agreement (MEA) 2024-2027
CLASSIFICATION:	Lawyer: SCHADS Award Level 5.1 – 5.3 Senior Lawyer: SCHADS Award Level 6.1

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit generalist community legal centre which operates in one of the fastest growing areas of Melbourne, and has a significant catchment including the Merri-bek, Hume and Mitchell Shire Local Government Areas. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. NCLC recognizes that there are members of our community who suffer serious disadvantage and has prioritized marginalized people who have the least resources and ability to access legal assistance including; newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues. We have growing legal and community development teams undertaking a range of innovative projects and programs to identify and support those with the greatest legal needs.

NCLC values an inclusive, flexible and supportive environment and are committed to providing a culture towards our clients, staff and stakeholders that reflects our values:

- **Respectful:** Acting with integrity, inclusiveness and accountability to each other, our clients and the community
- **Innovative:** Using creativity and flexibility to find the best possible solutions for our clients
- **Connecting:** Working with our community to achieve shared goals
- **Passionate:** Caring and supportive
- **Outstanding Service:** Delivering beyond expectations

Staff are offered:

- A supportive work environment, working alongside passionate and talented professionals, supported by an experienced management team.
- A deep commitment to your ongoing professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports individuals.
- 5 weeks annual leave on top of a Christmas to New Year paid leave.

- Salary packaging (which can add up to \$15,900 in tax-free pay per year).

ABOUT THE WORKING WOMEN'S CENTRE

NCLC is part of the consortium delivering the Working Women's Centre Vic (WWC Vic) part of a national program which provides trauma informed legal services using a gender-based and feminist lens, to help build a gender equitable society where women workers have decent, safe and fair work. We help all workers identifying as women (whether cis or trans) as well as non-binary workers.

POSITION OBJECTIVE

The Employment Lawyer will be part of our employment law team which consists of employment lawyers, graduate lawyers and community development workers. The position reports into the Managing Employment Lawyer, and indirectly to the Legal Practice Manager. You will be responsible for ensuring high quality employment and equality law advice and casework to women workers, including migrant and refugee women, young women and women experiencing family violence. Working closely with other NCLC lawyers and community development workers, you will ensure wrap around services including community engagement. Based in either Broadmeadows or Wallan, this role has a regional focus, with regular travel to our Wallan office required to service regional clients.

POSITION RESPONSIBILITIES

Legal Service Delivery

1. Provide client-centred, trauma informed and culturally safe discrete legal assistance, casework and representation services in relation to workplace legal issues, in accordance with WWCVic model guidelines.
2. Collaborate with in-house youth work, social work supports to address non-legal issues and ensure positive client outcomes.
3. Provide Outreach services and regional road show mobile legal clinics as required
4. Apply WWC Vic casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.
5. Assist the Managing Employment Lawyer and Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities including preparation of case studies.
6. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
7. Assist with the supervision and mentoring of legal volunteers, and at the direction of the Managing Employment Lawyer provide family violence training and support to other legal staff.
8. Perform all necessary administrative work necessary, including accurate record-keeping in accordance with NCLC policies and procedures.
9. Identify matters appropriate for referral to generalist streams for assistance with other legal issues, such as assistance with victims of crime compensation applications, debt matters, tenancy issues and others.

Community Development, Legal Education and Law Reform

1. In collaboration with the Community Legal Education Worker, Community Development Manager and the Managing Employment Lawyer, identify and develop opportunities and projects for community legal education, community development, and law reform initiatives.
2. Deliver community legal education, community development and law reform initiatives, including providing presentations and workshops as directed by the Managing Employment Lawyer.
3. Promote WWC Vic and NCLC to community groups by participating in networks, working groups and other forums.
4. Assist the Managing Employment Lawyer and Legal Practice Manager in the preparation of law reform submissions, funding applications, and community legal education publications.
5. Network with organizations including partner organisations.

Additional Responsibilities (Senior Employment Lawyer)

In addition to the above, the Senior Employment Lawyer may be expected to supervise

1. Provide support and supervision to ensure high quality and accurate advice and ensure the proper management of client case files.
2. Take an active role in the professional development of junior lawyers.
3. Manage and oversee cases and participate in a process to identify complex and intersecting legal and non-legal issues.
4. Contribute to law reform submissions.

POSITION REQUIREMENTS

ESSENTIAL SELECTION CRITERIA

1. Eligible to hold an unrestricted practising certificate in Victoria, with at least 2 years post-admission experience in employment law.
2. Demonstrated practice experience in employment law, with a focus on sexual harassment and discrimination.
3. Demonstrated high level time management, organisational and administrative skills.
4. Demonstrated high level written and verbal communication skills.
5. Demonstrated understanding of, and sensitivity to working with vulnerable women.
6. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
7. Demonstrated computer literacy and experience in undertaking administrative duties.

As a senior Employment Lawyer, you will have the above skills/knowledge plus

1. Minimum 4+ years legal experience and demonstrated leadership capacity

DESIRABLE SELECTION CRITERIA

1. Community language or experience working with people from CALD backgrounds.
2. Experience working in the community sector.