

## NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

<b>POSITION:</b>	Senior Economic Justice Lawyer
<b>EMPLOYMENT TYPE:</b>	Full time, 38 hours per week
<b>POSITION HOURS:</b>	Monday to Friday, 7.6 hours per day between the core hours
<b>REPORTS TO:</b>	Director of Legal Practice
<b>AWARD:</b>	Social Community Home Care and Disability Services Award (SCHADS)
<b>AGREEMENT:</b>	Multi Enterprise Agreement (MEA) 2024-2027
<b>CLASSIFICATION:</b>	SCHADS Award Level 6

### 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 Christmas to New Year paid leave.
- Salary packaging (which can add up to \$15,900 in tax-free pay per year).

## **POSITION OBJECTIVE**

The Senior Economic Justice Lawyer will be responsible for ensuring high quality legal advice and casework to clients across all areas affecting the economic status of clients, including tenancy, debt, infringements and consumer law. Working closely with other NCLC lawyers and community development workers, you will ensure wrap around services including community engagement.

## **POSITION RESPONSIBILITIES**

### **Legal Service Delivery**

1. Provide client-centred, trauma informed and culturally safe discrete legal assistance, casework and representation services in a broad range of civil legal areas, in accordance with NCLC's casework guidelines.
2. Collaborate with in-house social work supports to address non-legal issues and ensure positive client outcomes.
3. Assist the Director of Legal Practice in the preparation of written reports on activities related to allocated responsibilities including preparation of case studies.
4. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
5. Provide support and direct supervision of junior lawyers to ensure high quality and accurate advice and ensure the proper management of client case files.
6. Take an active role in the professional development of junior lawyers.
7. Manage and oversee cases and participate in a process to identify complex and intersecting legal and non-legal issues.
8. Perform all necessary administrative work necessary, including accurate record-keeping in accordance with NCLC policies and procedures.

### **Community Development, Legal Education and Law Reform**

1. In collaboration with the Director of Legal Practice, Deputy CEO and Community Legal Education Worker, 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 Director of Legal Practice.
3. Promote NCLC to community groups by participating in networks, working groups and other forums.
4. Assist the Director of Legal Practice in the preparation of law reform submissions, funding applications, and community legal education publications.
5. Network with organizations including partner organisations.

## **POSITION REQUIREMENTS**

### **ESSENTIAL SELECTION CRITERIA**

1. Eligible to hold an unrestricted practising certificate in Victoria, with at least 4 years post-admission experience.
2. Demonstrated practice experience across a range of economic justice related legal areas.
3. Demonstrated leadership capacity.
4. Demonstrated high level time management, organisational and administrative skills.
5. Demonstrated high level written and verbal communication skills.
6. Demonstrated understanding of, and sensitivity to working with vulnerable clients.
7. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
8. Demonstrated computer literacy and experience in undertaking administrative duties.

### **DESIRABLE SELECTION CRITERIA**

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