

Position Title:	Lawyer, Court and Tribunal Services (CTS)
Reports to:	CTS Senior Lawyer (office specific)
Award level:	Level 4, Social, Community, Home Care and Disability Services Industry Award 2010
Date:	May 2023

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 roles in CTS 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.

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. Make decisions about the nature of assistance to be provided in individual cases, in accordance with established policies;
 - d. Providing advice to clients, including on a drop-in basis, staffing appointments, undertaking advocacy (as authorised in specific locations by LawRight's Casework policy and procedure) and instructing counsel, as required;
 - e. Making appointments for clients with volunteer solicitors and drafting briefs for, and liaising with, volunteer solicitors as necessary;
 - f. Identifying pro bono opportunities and referring appropriate matters to LawRight member firms and barristers; and
 - g. Escalating risk and legal practice management issues to a Senior Lawyer, the Principal Solicitors or CEOs.
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. Assisting with the development and delivery of any training for volunteer lawyers;
 - c. Contributing to stakeholder engagement, including by presenting information sessions and attending meetings; and
 - d. 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; and
4. Participate in the general activities of LawRight.