

Role Description

Lawyer – QRVPAS

Restricted Practitioner: < 2 yrs PAE

Organisation	Caxton Legal Centre
Business Unit/Practice	Queensland Retirement Village and Park Advice Service (QRVPAS)
Location	Brisbane
Reports to	Managing Senior Lawyer – QRVPAS
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 4
Approved By	Practice Director
Date of Approval	January 2026

Overview of Caxton

Caxton Community Legal Centre's purpose is to promote and protect human rights in Queensland through access to justice. Caxton provides accessible legal information so people know their rights and can prevent or respond to legal problems. Prioritising those who experience disadvantage, trauma and marginalization, Caxton provides free, high quality legal assistance and social supports. Caxton advocates for reform to unfair laws, policies and systems. Working collaboratively with volunteers and community partners, Caxton reaches underserved populations. We do all of this to create a more just and inclusive Queensland.

Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

Primary purpose of the role

The lawyer is responsible for providing legal advice and casework to QRVPAS clients. While there will be a range of duties in this role, the primary purpose is to undertake legal casework, with the overall aim of advancing human rights and inclusion in Queensland. Other duties may include supervising volunteers, PLT and other students, and secondees; and working with pro bono partners.

Key accountabilities

Under the supervision and direction of the Managing Senior Lawyer – QRVPAS:

- Apply and strengthen existing knowledge of relevant areas of law to deliver legal advice and casework

- Work collaboratively with social workers to provide a holistic, client-centred service to diverse clients within a trauma-informed, human rights framework
- Deliver community education, engage in sector development and networking, and contribute to law and policy reform

Key challenges

- Working with clients with complex legal and social issues
- Working with clients with challenging behaviours and/or complex trauma histories
- Determining the scope of services to provide to clients within a restricted funding environment

Key relationships

Who	Why
Internal	
• Managing Senior Lawyer – QRVAS	• Line management
• Social workers	• To provide a holistic service to clients beyond legal advice
• Other lawyers	• Other teams within Caxton may also be providing assistance to a client in relation to different legal issues
• Volunteers	• To assist with the services delivered

Role dimensions

Decision making

Identify and refer clients with social welfare issues to the social worker

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated experience in, or ability to rapidly acquire knowledge and skills in contract law and civil litigation. Experience advising on the *Retirement Villages Act 1999* and the *Manufactured Homes (Residential Parks) Act 2003* would be an advantage.
- Admitted in an Australian jurisdiction

Current Queensland Practising Certificate, or eligibility for a Queensland Practising Certificate

Role Description

Lawyer – QRVPAS

PAE: 2-5 yrs

Organisation	Caxton Legal Centre
Business Unit/Practice	Queensland Retirement Village and Park Advice Service (QRVPAS)
Location	Brisbane
Reports to	Managing Senior Lawyer – QRVPAS
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 5
Approved By	Practice Director
Date of Approval	January 2026

Overview of Caxton

Caxton Community Legal Centre's purpose is to promote and protect human rights in Queensland through access to justice. Caxton provides accessible legal information so people know their rights and can prevent or respond to legal problems. Prioritising those who experience disadvantage, trauma and marginalization, Caxton provides free, high quality legal assistance and social supports. Caxton advocates for reform to unfair laws, policies and systems. Working collaboratively with volunteers and community partners, Caxton reaches underserved populations. We do all of this to create a more just and inclusive Queensland.

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- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

Primary purpose of the role

The lawyer is responsible for providing legal advice and casework to QRVPAS clients. They will have high level knowledge of the *Retirement Villages Act 1999* and the *Manufactured Homes (Residential Parks) Act 2003*, contract law, civil litigation and dispute resolution. They will independently undertake legal casework, with the overall aim of advancing human rights and inclusion in Queensland.

Other duties may include supervising restricted lawyers, volunteers, PLT and other students, and secondees; contributing to law reform work; and working with pro bono partners.

Key accountabilities

Under the supervision and direction of the Managing Senior Lawyer – QRVPAS

- Work with minimal supervision to deliver legal advice and conduct casework

- Work collaboratively with social workers to provide a holistic, client-centred service to diverse clients within a trauma-informed, human rights framework
- Deliver community education, engage in sector development and networking, and contribute to law and policy reform

Key challenges

- Working with clients with complex legal and social issues
- Working with clients with challenging behaviours and/or complex trauma histories
- Determining the scope of services to provide to clients within a restricted funding environment

Key relationships

Who	Why
Internal	
• Managing Senior Lawyer – QRVAS	• Line management
• Social workers	• To provide a holistic service to clients beyond legal advice
• Other lawyers	• Other teams within Caxton may also be providing assistance to a client in relation to different legal issues
• Volunteers	• To assist with the services delivered

Role dimensions

Decision making

Identify and refer clients with social welfare issues to the social worker

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated experience in, or ability to rapidly acquire knowledge and skills in contract law and civil litigation. Experience advising on the *Retirement Villages Act 1999* and the *Manufactured Homes (Residential Parks) Act 2003* would be an advantage.
- Admitted in an Australian jurisdiction, with at least two years' post-admission experience
- Current Queensland Practising Certificate, or eligibility for a Queensland Practising Certificate

Role Description

Senior Lawyer – QRVPAS

PAE: 5yrs +



Organisation	Caxton Legal Centre
Business Unit/Practice	Queensland Retirement Village and Park Advice Service (QRVPAS)
Location	Brisbane
Reports to	Managing Senior Lawyer – QRVPAS
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 6
Approved By	Practice Director
Date of Approval	January 2026

Overview of Caxton

Caxton Community Legal Centre's purpose is to promote and protect human rights in Queensland through access to justice. Caxton provides accessible legal information so people know their rights and can prevent or respond to legal problems. Prioritising those who experience disadvantage, trauma and marginalization, Caxton provides free, high quality legal assistance and social supports. Caxton advocates for reform to unfair laws, policies and systems. Working collaboratively with volunteers and community partners, Caxton reaches underserved populations. We do all of this to create a more just and inclusive Queensland.

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- Collaboration - believing in the power of working with others

Primary purpose of the role

The Senior Lawyer – QRVPAS is responsible for providing legal advice and casework to QRVPAS clients. They will provide support and guidance to other practitioners in Caxton in relation to these areas and will also be a 'nominated person' under Caxton's professional indemnity insurance risk management arrangements for supervising services provided by level 4 and level 5 lawyers, paralegals, PLT and other students and volunteers. The Senior Lawyer – QRVPAS will also represent the QRVPAS program in targeted stakeholder engagement, contribute to law reform submissions, and contribute towards the long-term sustainability of the QRVPAS program, as directed by the Managing Senior Lawyer – QRVPAS.

Key accountabilities

Under the supervision and direction of the Managing Senior Lawyer – QRVPAS

- Work with minimal supervision and apply and strengthen in-depth existing knowledge of relevant areas of law to deliver legal advice and casework
- Work collaboratively with social workers to provide a holistic, client-centred service to diverse clients within a trauma-informed, human rights framework
- Provide direct supervision for level 4 and level 5 lawyers, paralegals, PLT and other students and volunteers, as well as lawyers in other programs assisting clients with co-existing QRVPAS matters
- Trouble-shoot issues related to clients accessing the service or making complaints
- Work with the Managing Senior Lawyer – QRVPAS to ensure the QRVPAS team's work reflects best practice, including meeting all professional indemnity insurance requirements.
- Deliver community education, engage in sector development and networking, contribute to law and policy reform

Key challenges

- Working with clients with complex legal and social issues
- Working with clients with challenging behaviours and/or complex trauma histories
- Determining the scope of services to provide to clients within a restricted funding environment

Key relationships

Who	Why
Internal	
• Managing Senior Lawyer – QRVPAS	• Line management
• Social workers	• To provide a holistic service to clients beyond legal advice
• Other lawyers	• Other teams within Caxton may also be providing assistance to a client in relation to different legal issues
• Volunteers	• To assist with the services delivered

Role dimensions

Decision making

- Identify and refer clients with social welfare issues to the social worker
- Advise on conflict cases and minor client complaints and escalate as required
- Sign off on advice provided by restricted practice lawyers, PLT and other students, volunteers, and secondees
- Assess incoming QRVPAS clients for further or ongoing services, including selecting matters for ongoing case work by applying case work guidelines

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated experience in, or ability to rapidly acquire knowledge and skills in contract law and/or civil litigation. Experience advising on the *Retirement Villages Act 1999* and the *Manufactured Homes (Residential Parks) Act 2003* would be an advantage.
- Bachelor of Laws or similar with 5+ years post admission experience
- Admitted in an Australian jurisdiction, with at least five years' post-admission experience
- Current Queensland Practising Certificate or eligibility for a Queensland Practising Certificate