

POSITION DESCRIPTION

POSITION:	Senior Lawyer, Migration
REPORTS TO:	Director of Legal Practice (DLP)
EMPLOYMENT TYPE:	Full time, 38 hours per week
POSITION HOURS:	Monday to Friday, 7.6 hours per day between the core hours
LOCATION:	Broadmeadows office (Hybrid – min 2 days in office)
CLASSIFICATION:	Social Community Home Care and Disability Services Award (SCHCADS) Level 6
AGREEMENT:	Victorian Community Legal Centres Multi-Enterprise Agreement 2024 - 2027

About Northern Community Legal Centre

Northern Community Legal Centre (NCLC) is a dynamic not-for-profit purpose-driven 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 are accessible to all the community by providing legal advice, education and referrals. NCLC is committed to advancing access to justice for people experiencing serious disadvantage, and has prioritised 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 a passionate, impact-driven legal and community development team who undertake a range of innovative projects and programs to identify and support those with the greatest legal needs, and contribute to systemic change, advocacy and community empowerment.

Our Mission:

NCLC provides legal services and community legal education to people facing systemic barriers to accessing such services in Melbourne's North West and Western growth areas, by enabling protection of rights and access to justice.

Our Vision:

The people of Melbourne's North-West and Northern growth areas have access to high-quality legal help advice and justice, and their rights are protected.

Our Values:

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

Position Objective

The Senior Lawyer, Migration is based at our Broadmeadows office and is responsible for providing high quality migration advice and casework to victims/survivors of family violence who hold temporary visas, as part of our Safe Landing Project. The Senior Lawyer, Migration works closely with the Senior Lawyers, Family and Family Violence, who provide advice, casework, and representation to eligible clients in family violence related legal matters, such as intervention orders, family law, victims of crime compensation, infringements, and other civil law matters.

The Senior Lawyer, Migration will also be responsible for the delivery of the Citizenship Key Project, providing citizenship advice and assistance to 16 and 17 year olds, with support from the Citizenship Paralegal.

Key responsibilities

Legal Service Delivery

1. Provide migration legal advice to victims/survivors of family violence who hold temporary visas.
2. Provide ongoing migration law casework to victims/survivors of family violence, with a focus on protection and partner visas.
3. Provide citizenship legal advice and casework to young people.
4. Participate, when required, in NCLC's legal advice service at our Broadmeadows office, and various outreach locations in Hume, Merri-bek and Mitchell Shire as directed by the Director of Legal Practice.
5. Manage a caseload of complex or emerging issue cases in accordance with NCLC casework guidelines and ensuring all the necessary administrative work required to manage the caseload including accurate record-keeping in accordance with NCLC policies and procedures is maintained.

Legal Team Supervision

1. Support the Director of Legal Practice in the support and supervision of volunteers and lawyers 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 and paralegals.

Identify and Support Service Improvement

1. Manage and oversee cases and participate in a process to identify complex and intersecting legal and non-legal issues.
2. Identify opportunities for service and systems improvements in the practice and help to lead change and to support staff to undertake their legal work effectively.
3. Together with the Director of Legal Practice and the Deputy CEO, implement an evidence-based framework to guide the future of service delivery and design.

Advocacy Reform and Strategic Development

1. Together with the Director of Legal Practice and Deputy CEO, the Senior Lawyer, Migration will contribute to the implementation of an advocacy plan.
2. Contribute to law reform submissions.
3. Together with the Management team identify and participate in the development of strategic and innovative ways to identify and to respond to legal needs through project development.
4. Together with the Management team, identify potential funding opportunities and projects.

Community Development and Legal Education

1. Facilitate and deliver community legal education and community development including providing presentations and workshops as required.
2. Raise NCLC's public profile and promote awareness of legal rights and responsibilities, through participation in public forums, and community presentations.

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 in migration and citizenship law, with a focus on protection visas and partner visas (particularly in relation to the relationship cessation provisions).
3. Proven leadership and management ability.
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, victims/survivors of family violence and the family violence service sector.
7. 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 providing legal services in a range of other legal areas affecting victims of family violence, including family law, family violence intervention orders, victims of crime and other civil areas of law.
3. Experience working in the community sector.

Other Requirements

1. A current driver's licence and access to a vehicle for work-related travel. Where a private vehicle is used for work purposes, the vehicle must be appropriately registered and insured in accordance with legal requirements.

2. A current and valid Working with Children Check (Employee) is required for this role.

Employee Benefits

- 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
- Paid seasonal leave (three days between the Boxing Day and New Year's Day public holidays)
- Salary packaging (which can add up to \$15,900 in tax-free pay per year).