

Role Description

Senior Lawyer – Financial Rights



Organisation	Caxton Community Legal Centre
Business Unit/Practice	Financial Rights
Location	Brisbane
Reports to	Managing Senior Lawyer – Financial Rights
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 6
Approved By	Practice Director
Date of Approval	May 2026

Overview of Caxton

Caxton Legal Centre is a community legal centre whose 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 vision:

A 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 Senior Lawyer – Financial Rights is responsible for providing legal advice and casework to clients with financial rights matters. They will have high level knowledge in consumer protection law, including the National Credit Code and the Australian Consumer Law and be able to provide advice and assistance to clients with a variety of Financial Rights problems. They will provide support and guidance to other practitioners in Caxton in relation to Financial Rights matters. The Senior Lawyer – Financial Rights will be responsible for supervising certain services, as directed by the Managing

Senior Lawyer – Financial Rights, under Caxton’s professional indemnity insurance arrangements, and will sometimes be responsible for supervision of Caxton’s Consumer Credit and Debt volunteer clinic. The Senior Lawyer – Financial Rights will represent the Financial Rights programs in targeted stakeholder engagement, oversee delivery of specific services, contribute to law reform submissions and contribute towards the long-term sustainability of Financial Rights services, as directed by the Managing Senior Lawyer – Financial Rights.

Key accountabilities

Under the direction of the Managing Senior Lawyer - Financial Rights:

- Work with minimal supervision and apply in-depth existing knowledge of relevant areas of law to deliver legal advice and conduct both simple and complex casework, using a trauma informed, human rights framework, whilst sharing skills and experience with less experienced lawyers
- Provide direct supervision for level 4 and level 5 lawyers, paralegals, PLT students and volunteers as well as lawyers in other programs assisting clients with co-existing financial rights matters
- Trouble-shoot issues related to clients accessing the service or making complaints and identifying PII issues to the Managing Senior Lawyer – Financial Rights.
- Work collaboratively to provide a holistic, client-centred service to diverse clients within a human rights framework.
- 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 who are challenging and/or have complex trauma histories
- Time and resource management and providing adequate and careful supervision in a high-volume advice program

Key relationships

Who	Why
Internal	
<ul style="list-style-type: none"> • Practice Directors 	<ul style="list-style-type: none"> • To deliver program requirements
<ul style="list-style-type: none"> • Managing Senior Lawyer – Financial Rights 	<ul style="list-style-type: none"> • For line management
<ul style="list-style-type: none"> • Social workers 	<ul style="list-style-type: none"> • To provide joined-up holistic service to clients
<ul style="list-style-type: none"> • Client Services 	<ul style="list-style-type: none"> • For coordination of client services (booking of appointments etc)
<ul style="list-style-type: none"> • Volunteer Coordinator 	<ul style="list-style-type: none"> • To support the volunteer program

Role dimensions

Decision making

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

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated experience across relevant areas of law
- Demonstrated experience supervising lawyers on restricted practising certificates, PLT students and volunteers.
- Bachelor of Laws or similar with 5+ years post admission experience
- Admitted in an appropriate Australian state jurisdiction, and in the High Court of Australia
- Current, or eligibility for, Queensland Practising Certificate