

Role Description

Senior Lawyer – Public Law and Community Rights



Organisation	Caxton Community Legal Centre
Business Unit/Practice	Public Law and Community Rights
Location	Brisbane
Reports to	Managing Senior Lawyer – Public Law and Community 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 – Public Law and Community Rights is responsible for providing legal advice and casework to clients with human rights, anti-discrimination, public law and coronial matters. They will have high level knowledge in Coronial law, human rights and anti-discrimination law and administrative law. They will provide support and guidance to other practitioners in Caxton in relation to Coronial and public law and community rights matters. Senior Lawyer – Public Law and Community Rights will represent the Public Law and Community Rights programs in targeted stakeholder engagement, contribute to law reform submissions as directed by the Managing Senior Lawyer – Public Law and Community Rights.

Key accountabilities

Under the direction of the Managing Senior Lawyer – Public Law and Community 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 practice supervision for more junior lawyers, paralegals, PLT students and volunteers as well as lawyers in other programs assisting clients with co-existing matters within the scope of the Public Law and Community Rights Programs.
- Trouble-shoot issues related to clients accessing the service or making complaints and identifying PII issues to the Managing Senior Lawyer – Public Law and Community 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
- Exposure to material relevant to unnatural deaths investigated by Coroners

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 – Public Law and Community 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 Public Law and Community 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