

# Position Description

June 2026



## Position Summary

<b>Position Title</b>	Paralegal		
<b>Classification</b>	Level 3.1	<b>Salary</b>	\$79,433.51
<b>Status</b>	Fixed Term to 30 June 2028	<b>FTE</b>	1.0 (Part-time or job-sharing arrangements welcomed.)
<b>Position reports to</b>	Principal Lawyer		
<b>Location</b>	Carlton, Victoria		
<b>Commencing</b>	July 2026		

## Organisational Environment

The Migrant Workers Centre is a not-for-profit organisation and community legal centre working to empower migrant workers in Victoria to understand and enforce their rights. The Migrant Workers Centre assists workers from emerging communities to address problems they encounter in workplaces and collaborates with unions and community partners to seek long-term solutions to the exploitation of migrant workers.

The Centre's activities are organised around three areas of work:

- **Education** - helping migrant workers to understand their rights at work by delivering community education that is culturally and linguistically appropriate.
- **Enforcement** - assisting migrant workers who are experiencing workplace issues, such as wage theft and discrimination, to enforce their workplace rights and win just outcomes.
- **Advocacy** - working with migrant communities to improve their lives in Australia by conducting research, empowering community leaders and members, and advocating to decision-makers.

The Paralegal supports the delivery of the Centre’s legal assistance work, which is primarily focused on employment law matters and limited migration law issues affecting migrant workers. The tasks and responsibilities of the Paralegal may include supporting casework file management, drafting legal correspondence, preparing legal documents, completing compliance forms and general office administration tasks.

The Paralegal works closely with the Principal Lawyer and other members of the legal team to support the Centre’s legal services. The role collaborates with Intake staff to facilitate processing of new enquiries as well as the Senior Paralegal and Legal Assistant in running the daily operations of the legal team.

## Responsibilities and Duties

Key Accountabilities	Key Activities
Legal service support	<ul style="list-style-type: none"> <li>• Complete casework file management procedures in collaboration with the Intake staff, including opening and closing files, liaising with clients, and collecting and archiving documents.</li> <li>• Draft legal correspondence and documents that may be filed in courts and tribunals, such as letters, agreements, pleadings, and affidavit submissions.</li> <li>• Conduct legal research by reviewing other cases and legal precedents, researching the legal library for resources, and producing case summaries.</li> <li>• Prepare client’s migration documents, including visa and certification applications.</li> <li>• Provide administrative support to the Legal team as needed, including data entry, note-taking, filing, and other administrative tasks.</li> </ul>
Client intake	<ul style="list-style-type: none"> <li>• Conduct intakes for migrant workers seeking assistance from the Centre.</li> <li>• Assist in the collection and preparation of documents relevant to new matters (e.g. payslips, employment contracts, correspondence).</li> <li>• Communicate with workers about their enquiry or case status.</li> <li>• Maintain current and accurate records of enquiries and intake information in the case management platform.</li> <li>• Respond to new enquiries received by phone, email, or web form, and gathering initial information.</li> <li>• Book appointments for legal advice appointments</li> </ul>
Record-keeping and compliance support	<ul style="list-style-type: none"> <li>• Assist the Senior Paralegal to ensure that casework, client data, and file management practices comply with relevant legal, professional, and accreditation standards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Under supervision, assist with internal governance and compliance activities such as maintaining up-to-date records of legal practice policies, contributing to the development or review of procedures, and helping to compile documentation for audits or quality assurance reviews.</li> </ul>
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## Capabilities

Knowledge and Skills	Capability Description
Legal support	<ul style="list-style-type: none"> <li>• Familiarity with employment law and/or migration law, as well as the workplace issues faced by migrant workers.</li> <li>• Provide accurate legal research, drafts clear documents, and organises case materials for lawyers and counsel.</li> <li>• Apply procedures for client intake, conflict checks, and file management with care and consistency.</li> <li>• Draft and update clear, accurate documentation to meet organisational and regulatory requirements.</li> </ul>
Communication and Relationship Building	<ul style="list-style-type: none"> <li>• Build trust and partnerships through consistent actions, values, and respectful communication.</li> <li>• Adopt an empathetic and client-focused approach when working with people of different ethnic, religious, cultural, professional, or social backgrounds.</li> <li>• Work collaboratively with team members from diverse backgrounds and show good conflict resolution skills.</li> <li>• Communicate legal concepts and advice succinctly in a way that is tailored to your audience.</li> <li>• Handle difficult and sensitive issues while maintaining confidentiality.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Maintain consistent quality of work, seeing tasks and projects through to resolution.</li> <li>• Accept responsibility for decisions and actions.</li> <li>• Demonstrate strong time management and problem-solving skills.</li> <li>• Seek to achieve the best use of resources.</li> </ul>

## Key Selection Criteria

### Essential

- Demonstrated experience in key responsibilities and duties, as outlined above.
- Demonstrated proficiency in capabilities as detailed above.

- A commitment to the values of the Migrant Workers Centre, unionism, and social justice.

### **Desirable**

- Conversational comprehension of a language other than English.

## **Other Relevant Information**

- Applications are welcomed from candidates seeking full-time, part-time, or job-share arrangements. Depending on the outcome of the recruitment process, the position may be filled by one full-time employee or by two employees in a job-share arrangement.
- Applicants must have a valid visa that provides work rights or be an Australian citizen or permanent resident.
- The position is based at the Migrant Workers Centre in Carlton, Victoria, but may involve occasional regional travel.
- Applicants may on occasion be required to work after business hours or on the weekend.
- Employment conditions include 12% superannuation, 5 weeks of annual leave, and cultural leave provisions.
- Salary packaging available.
- Applications without a cover letter addressing the key selection criteria will not be considered.

