



# Position Description

June 2026

## Position Summary

<b>Position Title</b>	Employment Lawyer		
<b>Classification</b>	Level 6.1	<b>Salary</b>	\$110,534.50
<b>Status</b>	Fixed Term to 30 June 2027	<b>FTE</b>	1.0
<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.

Working as a member of a diverse team, the Employment Lawyer will join the MWC's enforcement efforts, providing high-quality legal services and support to migrant workers as part of an integrated service model.

In addition to working within the Centre, the Lawyer will work collaboratively with migrant communities, unions, service providers, and other organisations and groups to deliver the Centre's programs, projects, and services.

## Responsibilities and Duties

Key Accountabilities	Key Activities
Legal Practice	<ul style="list-style-type: none"> <li>• Undertake casework for clients on a variety of matters relating to work and employment.</li> <li>• Provide legal advice and secondary consultation to community workers and agencies in relation to the legal rights and responsibilities of clients.</li> <li>• Provide subject matter expertise, training and professional development opportunities to staff and volunteers, working in an integrated practice.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Demonstrate a healthy and respectful team culture where work practices, decision-making and behaviour reflect the organisation's values.</li> <li>• Work collaboratively with community leaders, unions, service providers, and other organisations and groups to deliver the Centre's programs, projects, and services.</li> <li>• Contribute to strategic planning and the continuous improvement of the MWC's programs and projects.</li> <li>• Participate in events, campaigns, and activities run by the MWC.</li> </ul>

## Capabilities

Knowledge and Skills	Capability Description
Advocacy and Representation	<ul style="list-style-type: none"> <li>• Strong grasp of employment law, including occupational health and safety.</li> <li>• Experience in negotiation, dispute resolution and litigation in employment law.</li> <li>• Apply both practical and strategic approaches to case resolution.</li> <li>• Maintain high standard of service in line with professional and ethical standards.</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>• Convey legal concepts and advice effectively and 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> </ul>

	<ul style="list-style-type: none"><li>• Accept responsibility for decisions and actions.</li><li>• Demonstrate strong time management and organisational skills.</li><li>• Seek to achieve best use of resources and demonstrate flexibility in line with professional standards.</li></ul>
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## Key Selection Criteria

### Essential

- Be a qualified legal practitioner who holds a current practising certificate in the State of Victoria.
- 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.
- At least 1 year of post admission experience in employment law or a related area.

## Other Relevant Information

- 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.
  - Part-time hours or flexible work arrangements will be considered.
  - Applications without a cover letter addressing the key selection criteria will not be considered.
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