

Duty Statement

Position:	Solicitor.
Focus:	All workers at Townsville Community Law are required to contribute across all practice areas. Our practice areas include the Queensland Coronial Legal Service, the Seniors Legal and Support Service, the Seniors Financial Protections Service, the Veterans Legal Service, the Social Security Rights Service, and our Human Rights and Civil Law Service. A successful applicant may enter employment with a specified focus area, or may develop a focus area over time.
Status:	Full-time. All part-time work proposals will be considered.
Location:	Townsville.
Duration:	Ongoing, subject to satisfactory completion of the 12 month "minimum employment" period/ probation period.
Award:	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Pay Level/Pay point:	Classification broad-banded between Pay Levels 5 and 6, depending on experience.
Wages:	<u>Above-Award Wages:</u> \$111,000 - \$139,000 per annum + superannuation (classification/ pay level and paypoint/wages broad-banded depending on experience).

Townsville Community Law Inc is a non-profit, community-based organisation dedicated to providing free legal services to the community in North Queensland. Its objectives are:

- To provide a free and accessible legal service.
- To seek legal and social change.
- To address inequalities in law and society.
- To promote legal education.
- To provide crisis counselling and support and/or referral to appropriate agencies.
- To create an area in which the social welfare aspects of clients' lives are recognised.
- To encourage community participation in the delivery of the legal services it provides.

ACCOUNTABILITY AND REPORTING

The position:

- Reports to and is accountable to the Townsville Community Law Principal Solicitor and/or Supervising Solicitor for all day-to-day and operational legal practice issues and professional supervision associated with the position.
- Reports to and is accountable to the Director for all other day-to-day and operational matters and duties, including compliance with service agreements between funding bodies and Townsville Community Law.
- Is ultimately accountable to the Townsville Community Law Management Committee.

DUTIES OF ALL WORKERS

All Townsville Community Law workers are expected to:

- Work towards achieving the general aims of Townsville Community Law.

- Work as a member of a team, with other Townsville Community Law workers, the Townsville Community Law Management Committee and members.
- Participate in staff meetings and participate in policy formulation and the planning of future directions of Townsville Community Law.
- Undertake typing, word-processing, filing, replying to correspondence, answering service calls, taking messages, processing mail, photocopying, and being as self-sufficient as possible with administrative duties related to the position.

MANDATORY QUALIFICATIONS

- Admission as a Legal Practitioner,
- Eligibility to practise as a solicitor in the State of Queensland (you either currently hold a Queensland practising certificate, or you are immediately eligible to be issued a Queensland practising certificate),
- Eligibility to practise in a Federal Court (you are either currently registered on the High Court of Australia's Register of Practitioners, or you are immediately eligible to be registered).
- Current Queensland driver licence class C or C(A).

DESIRABLE QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Experience in practice areas including social security and administrative law, veterans' entitlements, elder abuse and financial exploitation, human rights and anti-discrimination, family law, domestic and family violence, and coronial inquests.
- Experience across a broad range of civil law issues.

DUTIES AND RESPONSIBILITIES - SOLICITOR

1. Legal practice

As a solicitor, you will provide legal assistance services in accordance with the *National Access to Justice Partnership* (or its successor agreement/s) definitions including:

- *Discrete services* including information, referral, legal advice, and legal tasks, and
- *Ongoing services* including ongoing legal support services, dispute resolution services, Court/Tribunal representation, and other representation services.

This will generally require that you take instructions and give legal advice, negotiate or mediate cases where appropriate by correspondence or otherwise, initiate or defend court action where instructed, represent clients in courts or tribunals, and instruct Counsel where required.

Be capable of undertaking novel legal work such as test cases and other challenges to the bureaucracy, systems, or laws currently in force.

Provide outreach legal assistance services in liaison with community groups and organisations.

Maintain records of the above activities and ensure that the information is recorded and collated in a meaningful way.

2. Accountability, reporting, and supervision

Comply with the requirements of the professional indemnity claims prevention procedures and insurance requirements including the Community Legal Centres Australia Risk Management Guide.

Undertake regular file reviews with the Principal Solicitor and/or Supervising Solicitor.

In conjunction with the Director, other staff members and management committee, ensure that ongoing accountability requirements are being met to the government funding bodies, to the members of Townsville Community Law and to the community.

Provide the Director with meaningful statistics, deidentified case studies, and other accountability and reporting requirements as requested.

3. Policy & Planning

In conjunction with the Management Committee and staff team, take an active role in drafting policies and planning future activities of Townsville Community Law.

4. Community Work

Provide community legal education services in accordance with the *National Access to Justice Partnership* (or its successor agreement/s) definitions including:

- Community legal education activities, and
- Community legal education resources.

Liaise with community groups and the public generally about legal issues through public speaking, media work, meetings, seminars, public education programs, and social media with the assistance of the Management Committee, staff team, and volunteers.

5. Law Reform, Research & Publication Preparation

Provide law reform and stakeholder engagement services in accordance with the *National Access to Justice Partnership* (or its successor agreement/s) definitions including:

- Law reform, and
- Stakeholder engagement.

Conduct legal research.

Compile, facilitate, coordinate or write submissions, brochures, self-help kits, social media posts, and discussion papers.

6. Administration

Keep financial records, statistical and other records to meet the needs of funders and Townsville Community Law operations.

In conjunction with the staff team, assist with the smooth operation of the day-to-day activities of Townsville Community Law.

7. Community Advice Sessions (Evenings)

Assist with the general coordination of the evening legal advice sessions (currently held on Tuesday and Thursday evenings) including the induction and training of new volunteer legal advisers to ensure compliance with professional indemnity insurance requirements and Townsville Community Law policies.

Provide legal advice to clients attending the Tuesday and Thursday evening advice services, as required.

8. Clinical Legal Studies

Assist with the general coordination and operation of the Clinical Legal Studies program (which is provided by Townsville Community Law in partnership with the Law School of James Cook University) and ensure compliance with the professional indemnity insurance requirements and Townsville Community Law policies.

9. Other duties and requirements

Undertake all other duties relevant to the position as may be requested by the Principal Solicitor, Supervising Solicitor, and/or the Director.

Travel by driving to surrounding communities or by small and light aircraft to remote communities is a requirement of this position.