

Role Description

Lawyer – Workers’ Rights

Organisation	Caxton Legal Centre
Business Unit/Practice	Workers’ Rights
Location	Brisbane
Reports to	Managing Senior Lawyer – Workers’ Rights
Award	Social, Community, Home Care and Disability Services Award
Grade/Band	Level 5
Approved By	Practice Director
Date of Approval	July 2026

Overview of Caxton

Caxton Community Legal Centre’s 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

Caxton’s Workers’ Rights service assists clients in all areas of workplace law, except workers’ compensation.

The Lawyer – Workers’ Rights will work both independently and as part of a team to provide legal advice and casework.

Other duties may include supervising volunteers, students and secondees, including at evening advice sessions or in clinics; representing Caxton and the Workers' Rights service in targeted stakeholder engagement; contributing to law reform submissions; and developing and delivering community legal education.

Key accountabilities

Under the direction of the Managing Senior Lawyer:

- Work with minimal supervision, and on occasion in collaboration with pro bono firms and counsel, to deliver legal advice and conduct both simple and complex casework.
- Work collaboratively with social workers to provide a holistic, client-centred service to diverse clients within a human rights framework.
- Continue to develop existing knowledge of workplace law, and practices and procedures in the Queensland Industrial Relations Commission, Fair Work Commission, Queensland Human Rights Commission and Australian Human Rights Commission.
- 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
- Determining the scope of services to provide to clients within a restricted funding environment

Key relationships

Who	Why
Internal	
• Practice Director	• To deliver program requirements
• Managing Senior Lawyer – Workers' Rights	• For line management
• Social workers	• To provide joined-up holistic service to clients
• Front office team	• For coordination of client services (booking of appointments etc)
• Volunteer Coordinator	• To support Caxton's volunteer program

Role dimensions

Decision making

- Identify and refer clients to the social worker as needed
- Assess incoming Workers' Rights clients for further or ongoing services, including selecting matters for ongoing casework by applying case work guidelines

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated sound knowledge and experience of employment, sexual harassment and anti-discrimination law. Experience in the Queensland Industrial Relations Commission, Fair Work Commission, Queensland Human Rights Commission and Australian Human Rights Commission an advantage.
- Bachelor of Laws or equivalent
- Admitted in an Australian state or territory jurisdiction, and in the High Court of Australia
- Current, or eligibility for, Queensland Practising Certificate

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date:

Role Description

Senior Lawyer – Workers’ Rights

Organisation	Caxton Community Legal Centre
Business Unit/Practice	Workers’ Rights
Location	Brisbane
Reports to	Managing Senior Lawyer – Workers' Rights
Award	Social, Community, Home Care and Disability Services Award
Grade/Band	Level 6
Approved By	Practice Director
Date of Approval	July 2026

Overview of Caxton

Caxton Community Legal Centre’s 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

Caxton’s Workers’ Rights service assists clients in all areas of workplace law, except workers’ compensation.

The Senior Lawyer – Workers’ Rights will work both independently and as part of a team to provide legal advice and casework. They will provide support and guidance to other practitioners in the Workers’ Rights team. They will be responsible for supervising certain legal services, as directed by the Managing Senior Lawyer, under Caxton’s professional indemnity insurance arrangements. They will represent Caxton and the Workers’ Rights service in targeted stakeholder engagement; contribute to law reform submissions; develop and deliver community legal education; and contribute towards the long-term sustainability of the Workers’ Rights service, as directed by the Managing Senior Lawyer.

Key accountabilities

Under the direction of the Managing Senior Lawyer:

- Work with minimal supervision, and on occasion in collaboration with pro bono firms and counsel, to deliver legal advice and conduct both simple and complex casework.
- Work collaboratively with social workers to provide a holistic, client-centred service to diverse clients within a human rights framework.
- Provide direct supervision of, and share skills and experience with, level 4 and level 5 lawyers, paralegals, PLT students and volunteers, as well as lawyers in other Caxton programs assisting clients with co-existing employment matters.
- Trouble-shoot issues related to clients accessing the service or making complaints and identifying PII issues to the Managing Senior Lawyer.
- Continue to develop expertise in workplace law, and practices and procedures in the Queensland Industrial Relations Commission, Fair Work Commission, Queensland Human Rights Commission and Australian Human Rights Commission, becoming a leader in the sector.
- Deliver community education, engage in sector development and networking, and 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
- Determining the scope of services to provide to clients within a restricted funding environment
- Time and resource management and providing adequate and careful supervision in a high-volume advice program

Key relationships

Who	Why
Internal	
• Practice Director	• To deliver program requirements
• Managing Senior Lawyer – Workers' Rights	• For line management
• Social workers	• To provide joined-up holistic service to clients
• Client Services	• For coordination of client services (booking of appointments etc)
• Volunteer Coordinator	• To support Caxton's 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 and other students, volunteers, and secondees
- Assess incoming Workers' Rights clients for further or ongoing services, including selecting matters for ongoing casework by applying case work guidelines

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated high level knowledge and experience across employment, sexual harassment and anti-discrimination law. Experience in each of the Queensland Industrial Relations Commission, Fair Work Commission, Queensland Human Rights Commission and Australian Human Rights Commission highly preferred.
- 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 Australian state or territory jurisdiction, and in the High Court of Australia
- Current, or eligibility for, Queensland Practising Certificate

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

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