

Role Description

Senior Lawyer – Sexual Violence Advocacy and Legal Service

Organisation	Caxton Community Legal Centre
Business Unit/Practice	Sexual Violence Advocacy and Legal Service
Location	Brisbane
Reports to	Legal Practice Director
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 6
Approved By	CEO
Date of Approval	July 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 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 – Sexual Violence Advocacy and Legal Service (SVALS) is responsible for delivering specialist, trauma-informed legal assistance and justice system navigation to victim-survivors of sexual violence as part of a coordinated, multidisciplinary service. The role supports clients to understand, navigate and participate in the justice system across all stages of their justice journey, working in partnership with social workers and other services to reduce fragmentation, address barriers to participation and promote continuity of support.

The Senior Lawyer will work proactively to reduce disengagement from legal processes by adapting legal practice to client needs, responding to trauma and complexity, and supporting informed, client-led decision-making. Through this approach, the role contributes to improving clients’ experience of justice, safety and empowerment.

The Senior Lawyer will work with a high degree of autonomy, provide supervision and guidance to less experienced practitioners, and contributes to service development, stakeholder engagement, and systemic advocacy related to sexual violence and access to justice.

The Senior Lawyer also contributes legal expertise across the Public Law and Community Rights, Coronial, and Domestic and Family Violence practice areas, particularly where these intersect with sexual violence and the experiences of victim-survivors.

The Senior Lawyer may be a nominated person for supervising services in accordance with Caxton's instrument of nomination (as amended from time to time).

Key accountabilities

Under the direction of the Legal Practice Director:

1. Deliver trauma-informed legal assistance

Provide legal information, advice, casework and representation to victim-survivors of sexual violence, including support to understand rights, legal options and justice system processes.

2. Support client engagement and justice system navigation

Provide legal advice at key decision points, including reporting, prosecution and court processes, and adapt legal practice to reduce barriers, disengagement and retraumatisation.

3. Work in an integrated multidisciplinary model

Partner with social workers and other services to deliver coordinated, client-centred support, including joint case planning, shared risk identification and multidisciplinary case discussions.

4. Contribute to coordinated and accessible service delivery

Deliver services through the SVALS model, including advice line, place-based, co-located or integrated settings, and build and maintain relationships with partner organisations, justice system stakeholders and referral services.

5. Provide supervision and contribute to practice quality

Supervise and guide less experienced practitioners, contribute to reflective practice and service improvement, identify and escalate complex legal, ethical or safety issues, and support law reform, stakeholder engagement and systemic advocacy.

Key challenges

- Working with clients experiencing complex trauma, distress and ongoing safety risks
- Managing emotionally intensive legal matters

- Sustaining ethical, trauma-informed practice in high-volume or time-pressured environments

Key relationships

Internal	
• Legal Practice Director	• Line management, legal practice supervision and program oversight
• Social Work Practice Director	• Multidisciplinary practice oversight
• Senior Lawyer and Social workers	• Immediate colleagues, multidisciplinary approach, holistic outcomes
• Client Services Team	• For coordination of seamless client intake
External	
• Partner organisations delivering SVALS	• To support consistent, coordinated service delivery and shared practice
• Specialist victim's support/advocacy services	• Coordinated support for victims-survivors
• Police and justice system actors	• Advocacy, systems navigation

Role dimensions

Decision making

- Determine appropriate scope of legal service, including balancing client needs, resources and role boundaries
- Make decisions regarding confidentiality, information sharing and legal professional privilege in a multidisciplinary context
- Escalate high-risk matters, ethical issues or complaints as required
- Supervise work undertaken by restricted practice lawyers, PLT students and volunteers in accordance with the instrument of nomination

Direct reports

Up to 4, shared with the Legal Practice Director. The Senior Lawyer has no 'human resources' management responsibilities in relation to staff but will be directed to support and supervise in accordance with their instrument of nomination.

Budget/Expenditure

Nil

Essential requirements

- Post admission experience 5+ years
- Demonstrated experience across relevant areas of law
- Demonstrated experience supervising lawyers (eg: on restricted practising certificates, PLT students, junior lawyers, volunteers)
- Bachelor of Laws or similar
- Admitted in an appropriate Australian state jurisdiction and in the High Court of Australia
- Current 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: