



NORTH WEST COMMUNITY LEGAL CENTRE INC.

PART TIME OR FULL TIME LAWYER POSITION

The North West Community Legal Centre Inc ("NWCLC") provides free legal services to communities across Tasmania's North West Coast, West Coast and King Island. We are seeking a lawyer to join our organisation on either a full-time or part-time basis for a two-year contract.

This is an opportunity to work directly with members of the community and make a meaningful difference through the delivery of legal advice, legal assistance and representation across a broad range of areas of law. The role also includes legal research, community legal education and engagement with local services and stakeholders to improve access to justice in our region. The successful applicant will join a highly experienced and supportive team, offering excellent opportunities for learning and professional growth.

Whilst post-admission legal experience is highly desirable, applications are encouraged from lawyers at all stages of their careers.

Position: Part Time or Full Time – Contract Position as a Generalist Legal Practitioner
Duration: Two (2) year contract
Location: Devonport, TAS

Duties:

Duties include:

- The provision of legal advice and ongoing legal assistance on a range of legal and related matters, including: Civil Law, Family Law, Employment Law, Administrative Law and Consumer Law from both our Devonport office and via outreach to other areas of the North West Coast and King Island from time to time.
- Undertaking legal research.
- Assist with and carry out community legal education by creating and conducting presentations to local community organisations on legal topics of interest.
- Maintain a client caseload under the supervision and direction of the Senior Solicitor.
- Assist in developing and maintaining networks with local community organisations to promote the NWCLC and improve access to justice.
- Assist and/or participate in policy and law reform activities as required.
- Maintain accurate and effective data collection and file management systems consistent with the policies and procedures of the NWCLC.
- Some court representation (in line with the proficiencies and desires of the applicant and to be negotiated with the Senior Solicitor).
- Other duties as delegated by the Senior Solicitor.

Selection Criteria:

Essential:

1. Eligible to hold a legal practising certificate in Tasmania;
2. Current unrestricted driver's licence;
3. Demonstrated commitment to fulfilling the Duties of the position;
4. Understanding of and commitment to the work community legal centres perform within the legal sector and more specifically, the objects and purpose of the NWCLC (available for public viewing in our Rules of Association via the *Australian Charities and Not-for-profits Commission* Website);
5. Demonstrated computer literacy and high level written and oral communication skills;
6. Ability to work both autonomously and as part of a small team; and
7. The ability and inclination to take initiative with a willingness to learn.

Desirable:

8. Post admission experience; and
9. Experience working with groups facing disadvantage.

Salary and Conditions:

The NWCLC is committed to attracting the best available candidate. Salary and conditions will be negotiated based on the successful applicant's qualifications, experience and suitability for the role, and will be in accordance with the *Social, Community, Home Care and Disability Services Industry Award 2010*

Enquiries:

Ryan Gilmour – Coordinator/Senior Solicitor
Phone: (03) 6424 8720 – (Monday – Friday: 9.00am - 5.00pm)
Email: rgilmour@nwclc.org.au

Written Applications to:

The Chairperson
North West Community Legal Centre Inc.
PO Box 743
Devonport, TAS, 7310
OR
By email: rgilmour@nwclc.org.au

The NWCLC encourages interest from Aboriginal and Torres Strait Islander people for all positions.

Applications close <u>5.00pm Friday 4 September 2026</u>
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