

Position Description



Lawyer

About Tenants Victoria

Tenants Victoria is the peak body for Victorian renters, and the rental law specialist community legal centre in Victoria. Our vision is for safe, secure and affordable homes for Victorian renters in a fair housing system.

We provide information and referrals, legal advice, casework support, representation, financial counselling and social work services to renters experiencing hardship and disadvantage. We also provide rental law advice, support and training to tenancy and community sector workers, and advocate to make laws fairer for Victorian renters.

Our Client Services team assists renters by providing information, as well as legal, financial counselling, social work and outreach support. We experience significant demand for our services and are committed to continuously improving our services to reach and support more renters.

Job title	Lawyer
Purpose	To deliver high quality legal services to Victorian renters experiencing hardship and disadvantage
Objectives	1. Deliver accessible, high quality and impactful legal assistance to Victorian renters. 2. Support Tenants Victoria to meet service delivery targets and maintain professional legal practice standards. 3. Provide secondary consultation and support to community workers assisting renters across Victoria. 4. Use insights from legal service delivery to identify systemic issues and contribute to policy, advocacy and service improvement.
Contract term	Five days a week, 7.6 hours per day Min 3 days per week in the office for full time <i>Part-time and flexible work conditions will be considered</i>
Reports to	Managing Lawyer / Principal Lawyer
Direct reports	None
Key responsibilities	• Provide high quality information, referrals, legal advice, casework and representation to Victorian renters.

	• Participate in rostered advice services, including triage, phone, live chat, email, in-person services and other programs as required. • Provide secondary consultations and practical support to community organisation workers assisting renters. • Conduct legal casework from commencement to conclusion, including negotiation, dispute resolution and representation in courts and tribunals. • Support clinic-based legal services delivered by law students, secondee lawyers or other supervised contributors. • Maintain accurate advice notes, casework files and service data in accordance with Tenants Victoria policies, procedures and service guidelines. • Identify systemic issues arising from client work and report them through the appropriate service, policy and advocacy channels. • Contribute to projects, service innovation, policy and advocacy activities where relevant to the role. • Achieve agreed activity levels and service goals within the limits set by Tenants Victoria. • Undertake professional development to maintain and improve legal, practice and service delivery skills. • Assist with the training and orientation of new staff, students and secondee lawyers as required. • Perform other duties as directed by the Managing Lawyer, Principal Lawyer or Director of Client Services.
Skills, knowledge & attributes	• Strong understanding of client-centred, culturally safe and trauma-informed legal services. • Ability to develop and maintain current knowledge of tenancy law, social housing policies and procedures, and other relevant legislation. • Strong client engagement skills and ability to handle challenging situations with sensitivity and tact. • Ability to work with appropriate independence, while consulting and escalating matters when required. • Ability to manage workload, professional boundaries and wellbeing in a busy legal practice. • Collaborative and solutions-focused approach to working with staff and external stakeholders. • Capacity to identify practical improvements to service delivery for renters. • High levels of initiative, professionalism and attention to detail. • Commitment to social justice and improving outcomes for renters.
General duties	• Commitment to the purpose and values of Tenants Victoria. • Work cooperatively with all staff members to advance the organisation and strengthen the service delivery model. • Assist with continuous improvement of Tenants Victoria.

	• Participate effectively in Tenants Victoria planning initiatives, policy & procedure development, and strategic projects as required. • Develop and strengthen networks, engage the support and involvement of a range of individuals and organisations. • Participate in meetings (internal and external) as required.
Special requirements	• Lawyers must be legally qualified and hold (or be able to hold) a practising certificate under the Legal Profession Uniform Law Application Act 2014. • Lawyers must undertake a Police Check and Working with Children Check prior to employment.
Key Selection Criteria – Mandatory Skills and Experience	1. Legally qualified and able to hold a practising certificate under the Legal Profession Uniform Law Application Act 2014. 2. At least 12 months' post-admission experience, including experience conducting legal casework from commencement to conclusion. 3. Strong oral and written communication skills, including the ability to produce high quality legal work and represent clients in courts, tribunals and dispute resolution processes. 4. Strong interpersonal, liaison and teamwork skills. 5. Ability to work with appropriate independence, manage competing demands and escalate matters to a supervising lawyer when required. 6. Ability to manage a busy legal workload, maintain accurate records and use relevant information systems effectively. 7. Commitment to the vision, values and purpose of Tenants Victoria.
Key Selection Criteria – Desirable Skills and Experience	1. Knowledge of Victorian tenancy law and experience conducting tenancy law litigation. 2. Experience as a solicitor advocate before VCAT or the Magistrates Court. 3. Familiarity with Community Legal Centres (CLCs) and their functions.

This position description outlines the current responsibilities of the position. These will be reviewed regularly with the staff member and are subject to change according to the needs and priorities of Tenants Victoria.