

Position Description



Senior Lawyer

About Tenants Victoria

Tenants Victoria is the leading voice for renters, working to facilitate a fair housing system. Our vision is that Victorian renters experience dignity living in safe, secure, and affordable homes.

We provide information and support to Victorian renters, and training and capacity building to community workers working with renters across Victoria.

Our Client Services team assists renters by providing information (via phone and live chat), 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.

Position Details

Job title	Senior Lawyer
Purpose	To deliver, support and help lead high quality legal services to Victorian renters, including legal advice, casework, representation, secondary consultations and support for community workers.
Objectives	1. Deliver impactful, accessible and client-centred legal assistance to Victorian renters, including complex and strategic matters. 2. Support Tenants Victoria's legal services to meet service delivery expectations and maintain high professional standards. 3. Provide legal expertise, guidance, training and support to lawyers, secondees, law students and volunteers. 4. Support clinic-based legal services and secondary consultations that help Tenants Victoria reach more renters across Victoria. 5. Contribute legal expertise to strategic projects, service innovation, policy and advocacy work.
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	Principal Lawyer or Managing Lawyer
Direct reports	None

Key responsibilities	• Provide high quality information, referrals, legal advice, casework and representation to Victorian renters, including in complex and strategic matters. • Provide secondary consultations, legal information and support activities to community workers assisting renters across Victoria. • Support the Managing Lawyer and Principal Lawyer with the supervision, leadership and continuous improvement of Tenants Victoria's legal services. • Provide expertise, guidance, training and support to lawyers, secondees, law students and volunteers. • Support and supervise the delivery of clinic-based legal services by law students and secondee lawyers. • Participate in advice services, including phone, in-person, live chat and other service channels as required. • Maintain accurate and timely advice notes, casework files and service data in accordance with Tenants Victoria policies, procedures, service guidelines and funder requirements. • Identify systemic issues arising from client assistance and report these in accordance with service guidelines. • Support strategic projects, service innovation, policy and advocacy work within Tenants Victoria. • Achieve key performance activity levels and goals within the limits set by Tenants Victoria. • Undertake professional development activities to improve and develop legal and non-legal skills. • Assist with the training and orientation of new staff. • 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, with the ability to support others to deliver these services. • Ability to develop and maintain thorough and 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 at times with minimal supervision while consistently consulting, escalating and reporting appropriately. • Ability to manage workload, boundaries and wellbeing in a busy legal practice, and support others to do the same. • Collaborative and solutions-focused approach to working with staff and external stakeholders. • High levels of initiative, professionalism and attention to detail.

	Genuine commitment to social justice and improving outcomes for renters.
Special requirements	- Legally qualified and hold, or be able to hold, a practising certificate under the Legal Profession Uniform Law Application Act 2014. - Must have unrestricted working rights in Australia. - All offers of employment are subject to Tenants Victoria's screening process, including a Working with Children Check and National Police Records Check.
Key Selection Criteria – Mandatory Skills and Experience	- At least 4 years post admission legal experience, with proven experience in tenancy, litigation and the conduct of complex legal casework from commencement to conclusion. - Advanced oral and written communication skills, including the ability to produce high quality legal work, guide others, and represent clients in courts, tribunals and dispute resolution processes. - Demonstrated experience providing expertise, guidance, training or support to less experienced lawyers, secondees, volunteers or law students. - Strong understanding of client-centred, culturally safe and trauma-informed legal services. - Demonstrated high level interpersonal, liaison and teamwork skills. - Ability to work with minimal supervision and effectively manage competing demands, including knowing when to consult, report or escalate matters. - Ability to manage workload, boundaries and wellbeing in a busy legal practice, and support others to do the same. - Commitment to the vision, values and purpose of Tenants Victoria.
Key Selection Criteria – Desirable Skills and Experience	- Knowledge of Victorian tenancy law and experience conducting tenancy law litigation. - Experience as a solicitor advocate before VCAT or the Magistrates Court. - Familiarity with Community Legal Centres 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 Tenancy Victoria.