

POSITION DESCRIPTION

Position:	Employment Lawyer
Reports To:	Managing Employment Lawyer
Employment Type:	Full time, 38 hours per week
Position Hours:	Monday to Friday, 7.6 hours per day between the core hours
Location:	Broadmeadows office or Wallan office
Classification:	Social Community Home Care and Disability Services Award (SCHCADS) Award Level 5
Employment Agreement:	Victorian Community Legal Centres Multi-Enterprise Agreement 2024 - 2027

About Northern Community Legal Centre

Northern Community Legal Centre (NCLC) is a dynamic not-for-profit purpose-driven generalist community legal centre which operates in one of the fastest growing areas of Melbourne, and has a significant catchment including the Merri-bek, Hume and Mitchell Shire Local Government Areas.

NCLC ensures services are accessible to all the community by providing legal advice, education and referrals. NCLC is committed to advancing access to justice for people experiencing serious disadvantage, and has prioritised marginalized people who have the least resources and ability to access legal assistance including: newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues. We have a passionate, impact-driven legal and community development team who undertake a range of innovative projects and programs to identify and support those with the greatest legal needs, and contribute to systemic change, advocacy and community empowerment.

Our Mission:

NCLC provides legal services and community legal education to people facing systemic barriers to accessing such services in Melbourne's North West and Western growth areas, by enabling protection of rights and access to justice.

Our Vision:

The people of Melbourne's North-West and Northern growth areas have access to high-quality legal help advice and justice, and their rights are protected.

Our Values:

NCLC values an inclusive, flexible and supportive environment and are committed to providing a culture towards our clients, staff and stakeholders that reflects our values:



Respectful:

Acting with integrity, inclusiveness and accountability to each other, our clients and the community



Innovative:

Using creativity and flexibility to find the best possible solutions for our clients



Connecting:

Working with our community to achieve shared goals



Passionate:

Caring and supportive



Outstanding Service:

Delivering beyond expectations

About The Working Women's Centre

NCLC is part of the consortium delivering the Working Women's Centre Vic (WWC Vic) part of a national program which provides trauma informed legal services using a gender-based and feminist lens, to help build a gender equitable society where women workers have decent, safe and fair work. We help all workers identifying as women (whether cis or trans) as well as non-binary workers.

Position Objective

The Employment Lawyer will be part of our employment law team which consists of employment lawyers, graduate lawyers and community development workers. The position reports into the Managing Employment Lawyer, and indirectly to the Legal Practice Manager. You will be responsible for ensuring high quality employment and equality law advice and casework to women workers, including migrant and refugee women, young women and women experiencing family violence. Working closely with other NCLC lawyers and community development workers, you will ensure wrap around services including community engagement. Based in either Broadmeadows or Wallan, this role has a regional focus, with regular travel to our Wallan office required to service regional clients.

Position Responsibilities

Legal Service Delivery

1. Provide client-centred, trauma informed and culturally safe discrete legal assistance, casework and representation services in relation to workplace legal issues, in accordance with WWCVic model guidelines.
2. Collaborate with in-house youth work, social work supports to address non-legal issues and ensure positive client outcomes.
3. Provide outreach services and regional road show mobile legal clinics as required
4. Apply WWC Vic casework guidelines governing eligibility for ongoing assistance, and the extent of that assistance as directed.
5. Assist the Managing Employment Lawyer and Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities including preparation of case studies.
6. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
7. Assist with the supervision and mentoring of legal volunteers, and at the direction of the Managing Employment Lawyer provide training and support to other legal staff.
8. Perform all necessary administrative work, including accurate record-keeping in accordance with NCLC policies and procedures.
9. Identify matters appropriate for referral to generalist streams for assistance with other legal issues, such as assistance with victims of crime compensation applications, debt matters, tenancy issues and others.

Community Development, Legal Education and Law Reform

1. In collaboration with the Community Legal Education Worker, Community Development Manager and the Managing Employment Lawyer, identify and develop opportunities and projects for community legal education, community development, and law reform initiatives.
2. Deliver community legal education, community development and law reform initiatives, including providing presentations and workshops as directed by the Managing Employment Lawyer.
3. Promote WWCVic and NCLC to community groups by participating in networks, working groups and other forums.
4. Assist the Managing Employment Lawyer and Legal Practice Manager in the preparation of law reform submissions, funding applications, and community legal education publications.
5. Network with organizations including partner organisations.

Collaboration & Teamwork

1. Work collaboratively with colleagues across legal and non-legal teams
2. Participate in team meetings, supervision and reflective practice
3. Contribute to a positive, inclusive and respectful workplace culture

Compliance & Professional Standards

1. Comply with the **Legal Profession Uniform Law** and the **Legal Profession Uniform Law Australian Solicitors' Conduct Rules 2015**, including any updates or amendments.
2. Maintain client confidentiality and uphold legal professional privilege
3. Adhere to organisational policies and procedures

Position Requirements

Essential Selection Criteria

1. Eligible to hold an unrestricted practising certificate in Victoria, with at least 2 years post-admission experience.
2. Demonstrated practice experience in employment law, sexual harassment and/or discrimination.
3. Demonstrated high level time management, organisational and administrative skills.
4. Demonstrated high level written and verbal communication skills with the ability to deliver community legal education or equivalent (training or teaching).
5. Demonstrated understanding of, and sensitivity to working with marginalised people and a commitment to social justice.
6. Demonstrated computer literacy and experience in undertaking administrative duties.

Desirable Selection Criteria

1. Community language or experience working with people from CALD backgrounds.

2. Experience working in the community sector.
3. Advocacy and litigation experience including in the Fair Work Commission

Other Requirements

1. A current driver's licence and access to a vehicle for work-related travel. Where a private vehicle is used for work purposes, the vehicle must be appropriately registered and insured in accordance with legal requirements.
2. A current and valid Working with Children Check (Employee) is required for this role.

Employee Benefits

- A supportive work environment, working alongside passionate and talented professionals, supported by an experienced management team.
- A deep commitment to your ongoing professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports individuals.
- 5 weeks annual leave
- Paid seasonal leave (three days between the Boxing Day and New Year's Day public holidays)
- Salary packaging (which can add up to \$15,900 in tax-free pay per year).