POSITION DESCRIPTION

Lawyer

Allied Justice is a for-purpose organisation providing free legal assistance, integrated services and community legal education.

When people experience deep and persistent disadvantages, they often feel trapped in dysfunctional relationships, lost in complex inefficient legal systems, unnecessary processes, and often suffering in silence. We are at the front line of these issues.

We have invested significantly in the development of our new Strategy 2025-2027 to ensure our organisation is providing contemporary integrated services to respond the shared and unique needs of the people we support across 11 local government areas in Western Victoria.

Our commitment is to change life stories through better access to justice, and we achieve this by applying our values – respect, courage, empowerment & kindness – to the people of the communities we serve, our stakeholders and our colleagues.

By providing legal services, community legal education, law reform and integrated services through client centered, trauma informed and culturally safe practice, we will improve the safety and wellbeing of families and individuals.

Position Title:	Lawyer
Accountable to:	CEO
Reports to:	Senior Lawyer
Direct Reports:	Nil
Supervisees:	Nil
Location:	This position is located in Horsham, Victoria
Travel:	This position requires regular travel in the region and to Ballarat
Level:	Level 4 – restricted practicing certificate, or Level 5 – unrestricted practicing certificate
Conditions:	All conditions are in accordance with Victorian Community Legal Centers Multi Enterprise Agreement.
Salary Packaging:	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to Allied Justice's ongoing Fringe Benefits Tax exempt status.

POSITION SUMMARY

The community lawyer will manage a caseload of clients, providing legal advice and court representation to clients within Allied Justice's regions in areas of family law, family violence duty lawyer service, and other selected civil law matters. The role will also encompass activities including outreach, community legal education and engagement, law reform, and to undertake specific health justice and lawyer in school work as required.

DUTIES & RESPONSIBILITIES

Legal Service Delivery

- Provide legal information and advice for the intake service.
- Provide duty lawyer services for family violence and family law matters, including in outreach areas such as Ararat, Stawell, Horsham and St Arnaud.
- Attend legal clinics providing legal information, legal advice and secondary consults.
- Provide legal information, advice, representation and casework services to clients in accordance with Allied Justice Casework Guidelines and the National Access to Justice Program 2025-2030 (NAJP) if required.
- Refer clients to other relevant services and community resources, based on a sound knowledge of and relationships with other service providers and government departments
- Maintain an appropriate file management system including participating in case management meetings, up to date file notes and regular file reviews
- Maintain up to date knowledge of relevant legislation, procedures and practices relevant to the position
- Ensure that all work is conducted within the requirements of the Legal Profession Act 2004 and Rules, the Allied Justice's Professional Indemnity Insurance and policies and procedures
- Adhere to and implement Allied Justice strategic plan including enhancing the organisation capability to deliver holistic integrated services

Community Development

- Proactively promote and raise the profile of Allied Justice by identifying opportunities and building and maintaining positive relationships with key stakeholders including, but not limited to Courts, legal firms, Victoria Legal Aid, social support and other community agencies.
- Assist with Community Legal Education activities in consultation with Allied Justice's community development team.
- Identify trends and issues arising from legal advice and casework practice.
- Participate in relevant law reform activities such as submissions and campaigns.

Service Development & Reporting

- Assist with collection of data and preparation of reports and other accountability documentation
- Liaise with the Director of Legal, Managing and Senior Lawyers, attending casework meetings as required
- Participate in organisational development activities and strategies

Monitoring & Evaluation

- Contribute to monitoring and evaluation of the project and the organisation

Professional Development

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and comply with CPD requirements

EXPECTATIONS OF ALL EMPLOYEES

Health and Safety

- Create, maintain, and foster a safe workplace
- Identify, report & correct any unsafe acts, conditions, or behaviours according to Allied Justice Policies and Procedures and OH&S requirements

Risk Management

- Ensure compliance with all requirements of the Risk Management Guide for Community Legal Services
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and legislative requirements.
- Ensure compliance with the *Legal Profession Uniform Law Application Act 2014* (Vic), *Legal Profession Uniform General Rules* 2015 and other relevant legislation

EEO and legislative requirements

- Contribute to zero tolerance of sexual harassment, discrimination, racism, homophobia, and transphobia in the workplace.
- Require all staff to be sensitive and inclusive of individual needs including but not limited to disability, culture, race or religion, as well as parental and caring responsibilities.
- Encourage applicants for all Allied Justice roles from diverse backgrounds.
- Comply with the Victorian Child Safe Standards

Culture and Compliance

- Actively support Allied Justice's purpose, values and Strategy.
- Ensure compliance with Allied Justice Code of Conduct.
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and legislative requirements.
- Allied Justice encourages applicants from diverse backgrounds.
- Supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.

KEY SELECTION CRITERIA

Essential

1. Holds or is eligible to hold a current Victorian Lawyers Practising Certificate and is admitted to practice in the Federal Jurisdiction.
2. Critical interpersonal communication skills, trauma informed practice, including

communicating with clients with empathy.

3. Sound organisational skills and ability to manage workload and competing demands, keep accurate files and records, meet deadlines and work effectively as part of a team.
4. Understanding and commitment to principles of social justice and to working effectively with disadvantaged people.
5. Ability to acquire or demonstrated skills and knowledge of Family Law, Family Violence, and related civil matters such as tenancy and fines.
6. Demonstrated experience in undertaking direct legal services including information, advice, negotiation and advocacy on behalf of clients and representation of clients in courts and other legal settings.
7. Willingness to work within the office and outreach locations as required in our catchment regions.

Desirable

1. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres.
2. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education.
3. Excellent drafting skills and experience providing representation services in the Magistrates' Court and Federal Circuit Court.
4. An understanding of the principles of trauma informed practice.

QUALIFICATIONS

- Tertiary qualification in a relevant field, such as community development, social work, public policy or law, or significant experience in a similar role.
- Current Victorian Driver's Licence
- Cleared National Police Record Check (it is the responsibility of all staff to notify the organization immediately if there are any changes to their criminal records status)
- Current right to work in Australia
- Valid, employer Working with Children Check
- Physical ability to safely undertake all aspect of the position