



SOLICITOR – PART TIME JOB DESCRIPTION

The Disability Discrimination Legal Service (DDLS) is a community legal centre that specialises in disability discrimination, and sexual harassment of women with disabilities in the workplace legal matters. The DDLS provides free legal advice in several areas including: information, referral, advice, casework assistance, community legal education, and policy and law reform. The long-term goals of the DDLS include the elimination of discrimination on the basis of disability, equal treatment before the law for people with disability, and to generally promote equality for those with disability.

DDLS has an opportunity to hire a solicitor with a disability for three days per week. The job is ongoing unless funding/financial circumstances preclude continuation.

CORE DUTIES

1. Casework

Overview: To conduct litigation under the supervision of the Principal Solicitor

- 1.1 Carriage of cases, and assistance to the Principal Solicitor in relation to support required in current cases before the Victorian Equal Opportunity and Human Rights Commission, the Australian Human Rights Commission, the Victorian Civil and Administrative Tribunal or the Federal Court/Federal Circuit.
- 1.2 General assistance to the Principal Solicitor.
- 1.3 Provision of telephone advice to clients in relation to possible breaches of the *Equal Opportunity Act 2010*, *Fair Work Act* and *Disability Discrimination Act 1992*. At least four telephone advice sessions per week, depending on workload.
- 1.4 An average of 8-10 open files at any given time.
- 1.5 Data entry in relation to case work.
- 1.6 Assisting in the supervision of volunteers and interns when working on site
- 1.7 Appearances at VEOHRC, AHRC, VCAT and Federal Court /Federal Circuit and Family Court including mediations, conciliations, directions hearings and hearing/trials.
- 1.8 Community Legal Education sessions
- 1.9 Other duties as required.

NON CORE DUTIES

Supervision/Casework meetings with Principal Solicitor. General staff meetings. Adherence to all policies and procedures. Research.

ACCOUNTABILITY

The position is required to input in to written reports to the CEO & Management Committee. Accountability is to the Principal Solicitor & the CEO

ESSENTIAL SKILLS/REQUIREMENTS

Legal casework and advocacy experience, particularly experience in litigation. Either holding or eligible to hold a current Victorian Lawyers Practising Certificate. Ability to communicate with people who have different levels of understanding.

LOCATION

The workplace address is Level 2, 247-251 Flinders Lane Melbourne. Remote working one day per week is available

DESIRABLE SKILLS

A demonstrated commitment to the rights of people with a disability. Ability to communicate well both verbally and in writing, particularly in relation to liaising with various groups and individuals. Computer competence. Experience in discrimination law.

REMUNERATION

Conditions of employment are as per the Social, Community, Home Care and Disability Services Industry Award 2010, Modern Award Classification Level 6.1 – 6.3 dependent on seniority. Superannuation paid at 12%, annual leave loading at 17.5%. Salary packaging is available.

Applications: Closes 12 June 2026

Julie Phillips, CEO - manager@ddls.org.au