



Registration No. A0105338Y

INCORPORATING THE DAREBIN COMMUNITY LEGAL CENTRE

ABN 13 421 440 211

Level 4, Fitzroy Town Hall

All correspondence to:
PO Box 297
FITZROY. VIC. 3065
(DX no. 96611)

Phone: (03) 9419 3744
Fax: (03) 9416 1124
Email: enquiries@fitzroy-legal.org.au

A Community Legal Centre

RECRUITMENT INFORMATION

Fitzroy Legal Service is a community-based organisation, independent of government, dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. The Darebin Community Legal Centre is a program of the Fitzroy Legal Service. For further information please visit our website www.fitzroy-legal.org.au.

COMMUNITY LAWYER / PROJECT COORDINATOR

This position will coordinate a new project “*Rachel and her children*” funded by the Victorian Legal Services Board Grants Program.

Fitzroy Legal Service has partnered with Save the Children to deliver a multi-disciplinary practice (MDP) piloting a model of collaboration between legal assistance services and child centred services assisting parents who are victims/survivors of family violence.

The pilot will test some of the ethical issues within the MDP approach including: client confidentiality and privacy, mandatory reporting obligations, conflicts of frameworks, client legal privilege, conflicts of interest, potential clashes of culture and potential conflicts in the correct policy approach. An advisory committee will be used to discuss, guide and advocate for policy/systemic issues arising from the pilot. This project will fill a major gap in the work Fitzroy Legal Service currently does and it is hoped that the MPD approach will result in the lawyer being freed up to do more legal work rather than focusing on “stabilizing” a family with services such as housing, health, education, etc.

The key objectives of the project are:

- 1) Improved understanding and service collaboration between legal assistance and child focused service providers;
- 2) Improved outcomes for victims/survivors of family violence and their children through improving cross system collaborations; and
- 3) The identification of and recommendations around policy, system and practice improvements in relation to how organisations/agencies/services in the City of Yarra work with victims/survivors of family violence (children and their families).

You will be a lawyer with a strong background in program co-ordination, direct service provision and experience building effective relationships with a broad range of stakeholders. You will have demonstrated ability to operate effectively in an autonomous role and possess outstanding communication, consultation and reporting skills.

APPLICATION INFORMATION

The position is offered as a full-time (38 hours per week) thirteen (13) month contract. A less than full time equivalent position will be considered.



Candidates are requested to email Fitzroy Legal Service the following as one PDF document:

- A covering letter, no longer than one page;
- Answers to the key selection criteria;
- A resume which includes your contact details, education, previous work and volunteer experience.

Applications should be addressed to Claudia Fatone, Chief Executive Officer, and emailed as soon as possible but no later than **5pm Tuesday 12 March 2019** to cfatone@fitzroy-legal.org.au.

The recruitment process is expected to comprise two stages for short-listed applicants:

- 1) A face-to-face interview with the selection panel; and
- 2) Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

It is anticipated that interviews will be held the week beginning Monday 18 March 2019.

POSITION RESPONSIBLE TO

The Community Lawyer/Project Coordinator reports to the Senior Lawyer, Family Law & Family Violence.

KEY DUTIES AND RESPONSIBILITIES

Project coordination

- Day to day project coordination, implementation and oversight, including liaising with Save the Children and other key project stakeholders;
- Management of all contractual requirements of the Victorian Legal Services Board Grant Agreement;
- Convening and chairing project advisory committee meetings;
- Preparing reports to the project advisory committee, the Fitzroy Legal Service Board and other reports as required;
- Maintain and where appropriate, develop new policies, protocols and systems for the project in collaboration with Save the Children;
- Co-ordinate project evaluation activities in collaboration with Save the Children and any appointed external evaluators, including collecting and analysing data, conducting consultations and managing the contract for evaluation services; and
- Preparing applications for other funding through philanthropic and government sources.

Legal Advocacy and Casework

- Provide legal advice and assistance to clients referred to the project:
 - Maintain and manage personal caseload;
 - Provide information, legal advice, assistance and referral in relation to family violence matters, intervention orders and related legal issues;
 - Represent clients at court, when appropriate;
 - Where necessary, arrange for and brief barristers to represent clients at court; and
 - Where necessary and appropriate, provide clients with appropriate referrals to other legal and non legal services;
- Maintain links with relevant support agencies to assist with the varied and complex issues of clients; and
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the Legal Profession Act 2004 and the National Risk Management Guide of the National Association of Community Legal Centres.

Partnership Development and Collaboration

- Develop an effective and mutually beneficial relationship with Save the Children;
- Coordinate and participate in targeted professional development activities in collaboration with Save the Children, including undertaking training on Save the Children's Child Protection Protocols; and
- Represent Fitzroy Legal Service and the project in a variety of forums, as required.

Governance and Accountability

- Participate in regular supervision with the Senior Lawyer, Family Law & Family Violence, including establishing a work plan and performance indicators;
- Participate in annual performance reviews;
- Attend regular staff meetings as required;
- Actively contribute to and participate in Fitzroy Legal Service planning and evaluation processes;
- Assist in the induction, training and supervision of volunteers as required;
- Undertake professional development in consultation with the Senior Lawyer, Family Law & Family Violence;
- Ensure compliance with policies and procedures of Fitzroy Legal Service;
- Support the agreed Fitzroy Legal Service Values; and
- Undertake other duties as reasonably required by the Senior Lawyer, Family Law and Family Violence.

KEY SELECTION CRITERIA

Mandatory Qualifications

- Australian Lawyer presently eligible to become an Australian Legal Practitioner, and eligible to hold an unrestricted Employee Practising Certificate in Victoria.

Essential Knowledge, Skills and Experience:

- Demonstrated post-admission experience in a broad range of matters, particularly in family violence, family law and/or child protection;
- Demonstrated experience working with or within a multi-disciplinary environment;
- Strong organisational and project management skills, including setting and meeting project deadlines, managing project budgets, collecting data and supporting evaluations;
- Demonstrated ability to engage and liaise successfully with a diverse range of stakeholders in the community, legal and government sectors;
- Excellent interpersonal and communication skills, and ability to produce high quality written and verbal reports;
- Demonstrated experience and understanding of the social and gendered context of domestic/family violence in the context of intimate partner violence;
- Ability to work independently in a self-directed and self-motivated manner, while also actively contributing to a team based working environment; and
- Commitment to social justice and equality.

Desirable Knowledge, Skills and Experience:

- Experience working with people from Aboriginal and Torres Strait Islander backgrounds;
- Experience working with people from Culturally and Linguistically Diverse (CALD) communities;
- Proficiency speaking a language other than English (most valuable to this role would be Arabic, Vietnamese or Dinka); and
- Experience working within the community sector.

Personal Attributes

- Ability to contribute to a positive working environment;

- Team orientation;
- Ability to manage multiple, competing priorities; and
- Discretion and professionalism.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa. An offer of employment will also be subject to the completion of a National Police Check and Working with Children Check.

Aboriginal and/or Torres Strait Islander people are encouraged to apply.

CLASSIFICATION AND CONDITIONS

The position is classified under the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award at Level 5. The terms and conditions of employment are set out in the *Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)* and Fitzroy Legal Service policies.

Salary package of \$82,125 per annum (pro rata) comprising cash salary of \$75,000 and employer funded superannuation in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth). Additionally, the benefits of leave loading on annual leave and tax-effective salary packaging are available from commencement.

All positions at Fitzroy Legal Service are subject to the continuation of external funding. A six month probationary period applies.

LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS

The position will be based at the FLS office on Level 4 of the Fitzroy Town Hall however will require attendance at alternate locations. Some travel will be required (eg: to attend court and meetings). Reasonable travel expenses are reimbursed. Generally, employees utilise their insured and roadworthy private vehicles or make use of public transport, with travel costs reimbursed. The position may also be required to attend occasional after hours and week-end events. Overtime is not payable but time in lieu is available within Fitzroy Legal Service policy guidelines.