

PRINCIPAL LAWYER

GIPPSLAND COMMUNITY LEGAL SERVICE

GIPPSLAND

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Principal Lawyer
Program	Gippsland Community Legal Service
Classification	SCHADS Award Level 7 (Social Worker Class 4) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time
Hours per week	38 hrs
Duration	Ongoing
Fixed term end date	N/A
Location	Gippsland, primarily based in Morwell with travel to other sites as required
Reporting Relationship	This position reports directly to Team Leader
Effective date	March 2019

Overview of program

Gippsland Community Legal Service (GCLS) is an independent non-profit service managed by Anglicare Victoria. GCLS is funded by the Federal and State Governments to deliver free legal services throughout the Gippsland region. The mission of GCLS is to improve access to justice for all members of the Gippsland Community by providing legal advice and advocacy, empowering individuals and groups through community education, and to remove systemic injustice by advocating for law reform.

Position Objectives

1.	To supervise the legal practice of GCLS, ensuring compliance with legislative and organisational requirements.
2.	Provide case supervision and mentor GCLS lawyers.
3.	To identify and address social injustices and identify areas of need within Gippsland.
4.	To provide disadvantaged members of the community with accessible legal information, advice, referral and representation.
5.	To assist in the provision of legal education programs to professionals and members of the community that encourage greater awareness of legal rights and responsibilities as well as access to the legal system.
6.	To ensure that GCLS operates in accordance with services agreements, organisational policy, accepted standards of practice and works towards achieving objectives in the Community Legal Services Plan (CLSP).

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	<p>Management: Management of the legal services practice of GCLS including:</p> <ul style="list-style-type: none"> - Ensuring that all professional and ethical obligations are met; - Staff supervision of legal advice and casework; - Ensuring compliance with the Legal Profession Act and Regulations and any other relevant legislative requirements; and - Ensuring that GCLS complies with requirements of professional indemnity insurance policy in place (including requirements through the Federation of Community Legal Centres and the National Association of Community Legal Centres). - In conjunction with the Team Leader ensure the Service complies with the requirements of the funding body. - Work to a succession plan. - In collaboration with the Team Leader of GCLS, establish strategic plans.
2.	<p>Family Violence Manage and participate in the provision of an accessible, high-quality and specialised duty lawyer service for Applicants and victims in family violence matters at all Magistrates' Court's in Gippsland including:</p> <ul style="list-style-type: none"> - Assistance, advice and representation in family violence intervention order matters to Applicants (and Defendants in limited circumstances, e.g. where there is conflict of interest); - Information and advice about intervention orders and related legal issues including referrals; and - Undertaking risk assessment and referral to crisis and support services, as necessary. <p>2. Provide day-to-day coordination of the Family Violence Applicant Program, ensuring a high standard of practice which is responsive and accountable to clients, GCLS and stakeholders.</p> <p>3. Participate in professional development, supervision and networking opportunities which inform and enhance practice.</p> <p>4. Provide education, resources and support on the issue of family violence to GCLS staff, other family violence practitioners and the wider community.</p>
3.	<p>Program</p> <ul style="list-style-type: none"> - Provide legal information, advice, referral and representation to disadvantaged members of the Gippsland community, including telephone advice and at outreach locations in accordance with the GCLS CLSP. - In consultation with staff, monitor program and service delivery relating to legal advice and legal case work including compliance with strategic plan and CLSP. - Develop and deliver legal education programs to professionals and members of the community that encourage greater awareness of legal rights and responsibilities as well as access to the legal system

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	1. Hold or be eligible to hold a Principal Practicing certificate, with eligibility to hold trust money.
	2. Knowledge of all relevant professional practice requirements as they relate to the operations of the legal service and to the position of Principal Lawyer.
	3. Demonstrated ability to supervise and support the legal aspects of a team of lawyers, volunteers and administrative staff.
	4. Client-focused, with high level written and verbal communication skills.
	5. Ability to undertake a range of legal work relevant to disadvantaged clients including family law, family violence (including duty lawyer advocacy), criminal law, VOCAT, civil law, debt and social security.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
