



**Community  
driven justice.**

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**POSITION DESCRIPTION: Casual Locum Lawyer Opportunities**

The Fitzroy Legal Service is an amalgamation of the Darebin Community Legal Centre and Fitzroy Legal Service, which took effect on 1 February 2019. The amalgamated entity draws on the significant histories and legal assistance services provided by the Darebin Community Legal Centre (established in 1988) and the Fitzroy Legal Service (established in 1972).

We work towards a fairer and more just Victorian community, one in which the legal and broader social system supports equality and justice. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. For further information please visit our website [www.fls.org.au](http://www.fls.org.au).

**Our Values:** Integrity | Courage & Passion | Empowerment & Advocacy | Connected to Community.

POSITION OUTLINE	
Classification and conditions	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. Locum positions will be classified at Level 5 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award. The number of days per week will depend on the role being covered. All positions at Fitzroy Legal Service are subject to the continuation of external funding. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992 and is in addition to the salary offered.
Hours & Duration	Role dependent
Location	One of the FLS locations (role dependent) <ul style="list-style-type: none"> <li>• Fitzroy Town Hall office</li> <li>• Reservoir office</li> <li>• Neighbourhood Justice Centre, Collingwood</li> </ul>
Responsible to	Role dependent
Direct Report/s	Role dependent
How to apply	Candidates are requested to email the following as <u>one</u> PDF document: <ul style="list-style-type: none"> <li>• A covering letter, no longer than one page that outlines areas and nature of practice experience as well as preference for length of locum work (eg single days or longer periods)</li> <li>• Brief responses to the Key Selection Criteria</li> <li>• A resume which includes details of education, work and volunteer experience</li> </ul> <p>Applications should be emailed no later than 9am 27 September 2021 to <a href="mailto:fbain@fls.org.au">fbain@fls.org.au</a>. Enquiries can directed to Franky Bain on 0431 231 540.</p>

## **POSITION OBJECTIVE**

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The Criminal, Outreach & Generalist Services team (COGS) is a team of 10 lawyers that practice in a variety of legal areas, with a broad range of stakeholders and partner organisations, meeting legal need for sectors of the community that in many cases experience barriers in accessing justice. The legal services provided are focussed in the City of Yarra and City of Darebin local government areas, but some lawyers have the ability to assist clients from the broader metropolitan Melbourne region and occasionally state-wide. The COGS team includes the:

- Duty lawyer service based at the Neighbourhood Justice Centre in Collingwood
- Drug Outreach Lawyer program covering City of Yarra and City of Darebin
- Generalist service including an outreach lawyer focussing on young people in the City of Darebin
- Criminal law service (aidable, private clients and some pro bono clients)
- Community Outreach Lawyer health justice partnership with the Health Independence Program at St Vincent's Hospital Melbourne in Fitzroy
- Women's Integrated Legal & Outreach service assisting criminalised women

The legal areas the COGS team practices in include criminal law, tenancy, intervention orders, infringements, and VOCAT; and the type of assistance provided includes advice, duty lawyer and case work that encompasses court and tribunal appearances including contested matters.

From time to time roles within the team require locum coverage. A locum opportunity would ordinarily be within a specific program or service of the COGS team (ie providing a duty lawyer service at the NJC, doing appearances and casework for the criminal law service, taking advice appointments and doing casework for the generalist service etc). The length of a locum period will depend on the individual circumstances and could range from a day to a few weeks.

## **KEY DUTIES AND RESPONSIBILITIES**

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### Working with clients

- Provide legal information, advice, referrals and casework in areas of criminal law, infringements, family violence, tenancy and VOCAT to individuals that meet the various service/program guidelines (all roles require experience in criminal law, some roles do not require experience in all the listed areas of law);
- Appear in court on behalf of clients in matters including pleas of guilty, contest mentions, committal mentions and bail applications and brief barristers to represent clients at court where appropriate;
- Appear in tribunals on behalf of clients as required
- Apply for grants of Legal Aid where appropriate and ensure compliance with Victoria Legal Aid guidelines

### Working with community partners

- Provide secondary consultations and professional training to community workers and agencies in relation to the legal rights and responsibilities of their clients and legal issues being experienced by their clients
- Develop and participate in community legal education programs to address the needs of community partners and our clients; and
- Continue to strengthen existing partnerships, to ensure high quality and accessible delivery of legal services

### Management and leadership (as relevant)

- Ensuring a high level of professional legal service provision including case work and appearance work in court
- Provide support to colleagues and support and supervision for volunteers as appropriate

### Reporting and accountability

- Assist with collection of data and preparation of reports and other accountability documentation including case studies; and
- Ensure compliance with the 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

### General

- Support the achievement of the FLS Vision, Values and Strategy, adhering to organisational policies and procedures.
- Attend internal staff and planning meetings, supervision, and performance review processes (as relevant).
- Assist in the induction, training, and supervision of volunteers (as relevant).
- Involvement in fundraising and other events as required; and
- Perform other duties as directed and necessary to the proper performance of the role.

## **KEY SELECTION CRITERIA**

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### Qualifications

- To be admitted or eligible to practice as an Australian Legal Practitioner
- At least 12 months of post-admission experience highly desirable

### Essential

- Experience in the provision of high-quality legal advice, advocacy, and casework in relevant areas of law and strong court/tribunal-based advocacy skills;
- High level verbal and written communication skills;
- Good understanding of issues arising for individuals that might make accessing legal services challenging;
- Demonstrated ability to communicate effectively with clients and stakeholders in the community and legal sectors

### Desirable

- Experience in, or an understanding of, community legal centres

The Fitzroy Legal Service is an inclusive employer and does not discriminate on the basis of age, race, gender, ethnicity, religion, sexual orientation, gender identity or disability.

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.