



**Community
driven justice.**

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POSITION DESCRIPTION: Senior Criminal Lawyer Locum Opportunity

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.

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. This position will be classified at Level 6 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award. 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	Full-time (38 hours per week), Monday 11 April – Friday 6 May 2022
Location	This position will be based at the Fitzroy Town Hall office with flexibility to work from home as appropriate.
Responsible to	Managing Lawyer, Criminal, Outreach & Generalist Services Team
Direct Report/s	Nil
How to apply	<p>Candidates are requested to email the following as <u>one</u> PDF document:</p> <ul style="list-style-type: none"> • A covering letter, no longer than one page that outlines length and nature of practice experience as well as relevant legal assistance sector experience • A resume which includes details of education, work and volunteer experience <p>Applications should be emailed no later than 9am 4 April 2022 to fbain@fls.org.au. Enquiries can be directed to Franky Bain on 0431 231 540.</p>

POSITION OBJECTIVE

The Senior Criminal Lawyer represents private, legally-aided and pro bono clients and provides them with skilled and responsive advice and representation in their summary and indictable criminal law matters.

The role sits within a multi-disciplinary team of 11 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.

This locum period is for a period of 4 weeks and will generally require managing and progressing the existing caseload, court appearances and briefing where appropriate, and responding to client enquiries.

KEY DUTIES AND RESPONSIBILITIES

Working with clients

- Provide legal information, advice, referrals and casework in areas of criminal 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;
- Apply for grants of Legal Aid where appropriate and ensure compliance with Victoria Legal Aid guidelines

Management and leadership

- 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

Qualifications

- To be admitted or eligible to practice as an Australian Legal Practitioner
- At least 2 years of post-admission experience highly desirable

Essential

- Experience in the provision of high-quality legal advice, advocacy, and casework in criminal law and strong court-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. Because the role will involve on-site attendance state legislation requires us to sight evidence of 2 doses of the COVID vaccination prior to confirming an employment relationship.