

<b>Position title</b>	Civil & Family Lawyer
<b>Level</b>	MLC Band 5 - 7
<b>Reports to</b>	Managing Principal Solicitor/Assistant Principal Solicitor
<b>Staff Management</b>	Paralegal, PLTs, Volunteers
<b>Type/Hours</b>	Part-time, 35 hours per week.  Fixed-term, September 2022 to September 2023.
<b>Role overview</b>	<p>Marrickville Legal Centre offers free legal advice and assistance to the community of the inner-west, south-west, southern suburbs of Sydney, and beyond. There are 1.5 million people living in our key catchment: that's 30 percent of Sydney's total population.</p> <p>Marrickville Legal Centre solicitors provide access to justice through the provision of legal services, law reform and community legal education, particularly for people who are disadvantaged by their social and economic circumstances.</p> <p>This position is specifically for the provision of legal services (legal advice, casework, and representation) in the area of family law, for victim-survivors of family, domestic and sexual violence.</p> <p>Given the multiple and complex issues confronted by people affected by family violence, this position may also at times be required to be able to provide basic information and advice in civil law matters related to an individual's experience of family violence, e.g. apprehended domestic violence orders and victims compensation.</p> <p>The position will be based primarily at MLC's Marrickville office. This position will also involve regular travel to outreach locations across metropolitan Sydney, and out-of- hours work to assist in delivering community legal education and regular evening advice clinics.</p>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Admitted as a Solicitor of the Supreme Court of NSW.</li> <li>• Post Admission Experience – 1 - 3 years.</li> <li>• 12 months experience in family law.</li> <li>• Experience dealing with family law disputes, legally assisted mediations, drafting consent orders and preparing briefs to counsel, agents and Pro Bono solicitors as required.</li> <li>• Sound judgment and outstanding analytical and contractual skills.</li> <li>• Strong commercial acumen and pragmatic approach to all work</li> <li>• Proactive and independent attitude and result oriented approach.</li> <li>• Flexible, adaptable, able to challenge the status quo, and the ability to work as a team to deliver the best possible outcome for the community.</li> <li>• Ability to present complex legal and other information clearly, accurately and in a way that can be understood by our clients.</li> </ul>
<b>About Marrickville Legal Centres Goals</b>	<p>Marrickville Legal Centre's vision is to promote social justice through the provision of free and accessible legal and related services to people who experience social and economic disadvantage. Each and every team member has a role to contribute to our strategic pillars:</p> <ul style="list-style-type: none"> <li>• <b>For all people:</b> We are proud to stand alongside individuals who are disadvantaged by our justice system, helping them toward better &amp; fairer outcomes.</li> <li>• <b>For progress:</b> We work with community partners to make sure the voices of disadvantaged people are heard in the processes that lead to policy reform.</li> <li>• <b>For working together:</b> We are proud to bring people together to promote justice and protect human rights.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• <b>For lasting change:</b> We aim to resolve any immediate legal issues, and to link our clients to resources and services that will support them towards positive and lasting change in their lives, and in our community.</li></ul> |
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<b>Roles and Responsibilities</b>		
<b>Area</b>	<b>Key activities</b>	<b>Measures</b>
<b>Case work responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide high-level advice, advocacy, and casework services to MLC clients in family law matters and civil matters as required.</li> <li>• Ensure MLC is delivering legal advice to the community in line with the performance measures stipulated in the relevant service agreements.</li> <li>• Provide supervision, mentoring and coordination with staff and volunteers.</li> <li>• Represent clients in Family Dispute Resolution (FDR) sessions.</li> <li>• To manage the workload independently and efficiently.</li> <li>• To work closely with management to ensure alignment of priorities, case management and appropriate resourcing of such pipelines.</li> <li>• Organise and record all official documents required to file cases.</li> <li>• Manage effective communications and responsiveness with clients in relation to their cases.</li> <li>• Working cooperatively within a team, exchanging information, and supporting other members of the Legal team in order to ensure consistent service delivery and ability to step in to cover gaps in other jurisdictions as and when required.</li> </ul>	<p>Per month measures:</p> <p>Legal advice in person, by telephone or other method: 40</p> <p>Legal task: 5-10</p> <p>Open cases (includes dispute resolution, court/tribunal, and other representation services): 20</p> <p>Note: MLC lawyers/advocates are expected to have 20 open cases at any time (based on 1 FTE), however these are categorised as “active” and “inactive”. MLC lawyers/advocates should avoid exceeding 10 active cases and are not expected to exceed this number in order to meet the monthly KPI target.</p>
<b>Customer, stakeholder, and advocacy responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct community legal education (CLE) with community organisations and groups in the MLC catchment area about issues relating to family violence.</li> <li>• Assist the CLE Lawyer in organising, preparing and conducting CLE.</li> <li>• Collaborating and engaging with external legal and community services providers in order to ensure advocacy of emerging and critical family law matters.</li> <li>• Direct the research, analysis, interpretation, and delivery of high quality strategic and operational legal, policy, regulatory and compliance advice and support services, and resolve complex and sometimes unchartered legal issues to enable the execution of policy, program and service delivery strategies.</li> <li>• Anticipate and keep informed of Government direction and the implications for legislation and for organisational activities to develop and respond to legislation and generate innovative solutions to legal matters which lack precedence.</li> <li>• Liaising with other community organisations.</li> <li>• Establish referral pathways and outreaches within the catchment area.</li> </ul>	<p>CLE Resources: 1 per month (e.g. infographic, update previous materials by 40%)</p> <p>CLE Activities: 1 per month (e.g. set up online AMA, deliver a talk at a school, set up an online panel discussion)</p> <p>Stakeholder Engagement (refer to National Data Standards Manual): 2</p> <p>Customer Satisfaction: <math>\geq 80\%</math> recommend MLC</p>

<b>Operational responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that the CLC Risk Management Guide requirements for all aspects of legal advice and casework are adhered to.</li> <li>• Ensure file records and statistical data on client contacts are accurately recorded.</li> <li>• Privacy / data protection: ensuring compliance with law and internal policies with regard to client and case information.</li> <li>• Regulatory: ensuring your appropriate licences are obtained and maintained.</li> </ul>	Adherence to compliance requirements.
<b>Work, Health &amp; Safety (WH&amp;S)</b>	<ul style="list-style-type: none"> <li>• Comply with the WH&amp;S Policy and applicable regulatory and organisational WH&amp;S rules and requirements.</li> <li>• Participate in WH&amp;S training programs and take personal responsibility for own safety.</li> </ul>	Work in compliance with WH&S framework and policies.

**Signatures:**

Employee Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_