



## Bayside Community Legal Service Position Description: Solicitor

### POSITION DESCRIPTION

<b>Position Title</b>	Solicitor	<b>Location</b>	Wynnum. Some overnight travel may be required from time to time.
<b>Employment Status</b>	A casual basis up until 30 June 2020	<b>Reports to</b>	Principal Solicitor
<b>Remuneration</b>	Solicitor will be employed under the <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> . Remuneration is negotiable and is commensurate with experience.	<b>Closing Date</b>	29 January 2021 at 4:00pm
<b>Hours</b>	16-24 hours (to be negotiated)	<b>Contact person</b>	Laney McQueen, Principal Solicitor Ph 3162 3282

### ABOUT BAYSIDE COMMUNITY LEGAL SERVICE

The Bayside Community Legal Service Inc. (BCLS) is a not-for-profit, nationally accredited Community Legal Centre. We have been helping people who live and work in the Bayside community with legal advice and assistance since 1992. BCLS provide information and legal assistance to clients in areas of law that:

- help manage or resolve financial stress;
- assert individual rights;
- seek entitlements;
- protect against, inform and educate against family and domestic violence and abuse.

Our Management Committee are responsible for the proper management and operation of the legal service in accordance with its Constitution, its policies and procedures, any funding agreements and any legislation governing law practices and charities.

Our day to day functioning as a legal service practice, is overseen by our Principal Solicitor, working closely with the President.

At BCLS, we are here for the Bayside community. Therefore, we employ team members with a strong desire to make a difference and a passion for helping those in need. Working at a community legal centre is a rewarding experience where you will see each day the positive impact the work you are doing is having on the local community.

## THE ROLE

---

The purpose of this position is to provide legal advice, support and casework. The solicitor will primarily provide specialist legal assistance to clients in family and criminal law matters.

## KEY RESPONSIBILITIES

---

<b>1. Legal Services, Supervision and Compliance</b>	<ul style="list-style-type: none"><li>• Provide legal advice, information, casework, representation, duty lawyer and related activities to clients in matters that are at times complex.</li><li>• Maintain knowledge of current legislation and cases, to ensure sound and accurate advice is provided to BCLS clients.</li><li>• Achieve deliverables in accordance with BCLS's Strategic and Operational plans and relevant service agreements and contracts.</li><li>• Provide professional supervision, mentoring, support and guidance to other members of the BCLS team.</li><li>• Maintain client files according to the required procedure and undertake own work processing.</li><li>• Ensure the standards of service delivery as outlined in the Risk Management &amp; CLC Practice Guidelines are adhered to at all times.</li></ul>
<b>2. Community Legal Education and Outreach</b>	<ul style="list-style-type: none"><li>• Take a lead role in the identification, strategy and content of community legal education priorities and the development and delivery of outreach, education programs and initiatives.</li><li>• Educate members of the community and service providers on prevention and awareness activities and provide information about the services offered by BCLS.</li><li>• Identify areas in which BCLS can develop materials for use by target groups and key stakeholders.</li></ul>
<b>3. Community Development</b>	<ul style="list-style-type: none"><li>• Work collaboratively with key stakeholders.</li><li>• Represent BCLS and participate in community networks and build/maintain relationships with referring agencies, key organisations, community leaders and local people relevant to legal issues.</li><li>• Initiate and/or participate in collaborative efforts with other service providers or organisations in delivering legal services.</li></ul>
<b>4. Other</b>	<ul style="list-style-type: none"><li>• Supporting the Principal Solicitor as a Nominated Officer for resolution of conflicts of interest and file closure.</li><li>• Other duties as directed by the President of the Management Committee or the Principal Solicitor.</li></ul>

## **SELECTION CRITERIA**

---

### **Essential**

1. Hold or be immediately eligible to hold an unrestricted Legal Practising Certificate in Queensland.
2. Minimum of two years' experience providing legal advice, casework, and representation in family and criminal law matters.
3. Demonstrated well developed oral and written communication and interpersonal skills, including the proven ability to build and maintain effective working relationships with internal and external clients and to liaise, negotiate and consult with a wide range of stakeholders at all levels.
4. Demonstrated capacity to support a cohesive team environment as well as ability to work independently with minimal supervision.
5. Capacity for flexibility, adapting to change and a demonstrated ability to take the initiative in an under resourced environment.
6. Driven by integrity, responsibility, accountability, attention to detail and pride in work.
7. Understanding and commitment to principles of social justice and to working effectively with all priority groups.
8. Current driver's licence valid for use in QLD as some travel may be required as part of this role.

## **HOW TO APPLY**

---

Your application should include the following:-

1. Your resume including employment history, qualifications you hold and contact details for at least two referees.
2. A cover letter (no more than 2 pages) telling us why you are interested in this role and outlining your suitability for the role by addressing the key responsibilities and selection criteria.

Submit your application via email to [laney.mcqueen@bcls.org.au](mailto:laney.mcqueen@bcls.org.au)