

Solicitor (Litigation) Position Description

Full-time position

About Canberra Community Law

Canberra Community Law (CCL) is an independent community legal centre. CCL provides flexible and accessible legal services free of charge to people facing financial hardship and disadvantage and other barriers to accessing the justice system. CCL has been part of the Canberra community for over 35 years. During this time, CCL has responded to the changing and increasing legal needs in the ACT with trauma-informed and culturally responsive legal services. CCL's targeted support empowers both CCL's clients and the broader community to live a better quality of life.

CCL works in collaboration with government, social and legal services both locally and across Australia to realise its vision of a just and empowered community. It is the only free legal service in the ACT that specialises in housing (public housing and community housing), social security (including Centrelink), disability and race discrimination law and homelessness law — <https://www.canberracommunitylaw.org.au/index.html>

CCL's legal team collaborates with our social worker through our Socio-Legal Practice Clinic (SLP Clinic) to offer intensive support to people who have multiple barriers to resolving their legal issues — <https://www.canberracommunitylaw.org.au/social-work-service.html>

CCL operates specialist legal services for specific groups facing systemic barriers to justice, including the Dhurrawang Aboriginal Human Rights Program, Mental Health Justice Clinic, Parachute and Street Law.

CCL provides these services to address social injustice and disadvantage in the community. CCL also undertakes community legal education and law reform work, to promote access to social justice and to advocate for policy changes.

Position Identification

Position Title:

Solicitor (Litigation)

Direct Report to:

Supervising Solicitor

Employment Status:

Permanent Position

Employment Conditions:

Employed under the Community Sector Multiple Enterprise Agreement (ACT) 2014 to 2018.

Salary:

Attractive Salary Range of \$96 875.94 to \$108 815.66 per annum (negotiable, depending on qualifications, experience, and other relevant considerations) + superannuation + salary packaging options.

Paid Christmas shutdown period leave.

Opportunities for Professional Development.

Workplace culture, which is dedicated, collaborative and dynamic.

Flexible Workplace.

Contact for position enquiries:

Genevieve Bolton

Executive Director/Principal Solicitor

(02) 6218 7922 or

gbolton@canberracommunitylaw.org.au

Position Objective

The Solicitor (Litigation) position has a primary focus of undertaking appearance work in the public housing list of the ACAT Civil and Administrative Tribunal (ACAT).

This position will work in a small team of solicitors.

The position may also be required to undertake some advice and non-litigation in CCL's Housing Law service.

Responsibilities

1. General

- 1.1. The Solicitor is required to work as a member of a team to further the objectives of Canberra Community Law (CCL) as determined by the Centre from time to time.
- 1.2. The position is required to operate within CCL's policies and practices.

2. Key Responsibilities

- 2.1. Providing Duty Lawyer services and undertaking ongoing litigation in ACAT's public housing list;
- 2.2. Providing legal information and discrete housing law services as required;
- 2.3. Supervising clinical law students/volunteers/paralegals as required;
- 2.4. Assisting in the provision of community legal education and the preparation of law reform submissions as required;
- 2.5. Undertaking administrative tasks with other staff members where necessary; and
- 2.6. Other duties as reasonably directed.

Selection Criteria

Essential

1. Holder of eligible practising certificate in the ACT and at least 2 years post admission experience;
2. Knowledge of (or a capacity to acquire) ACT tenancy and public housing law and human rights law;
3. Demonstrated interest in and capacity to undertake litigation in tribunals/courts;
4. Experience with or demonstrated ability to supervise and mentor students;
5. Excellent oral and written communication skills and the ability to work within a multi-disciplinary team;
6. Ability to effectively work with disadvantaged and vulnerable people;
7. Strong organisational skills and the ability to work under pressure, respond to requests for assistance in urgent matters and meet tight deadlines; and
8. Demonstrated commitment to social justice and human rights.

Desirable

Experience working in a similar role in a community legal centre or community based environment.

Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply.

How to apply

Applications should be addressed to the Executive Director/Principal Solicitor, Canberra Community Law and should include a **cover letter, resume and statement** addressing the selection criteria. Applications which do not address the selection criteria will not be considered.

Short listing for interviews and selection will be based on responses to the selection criteria.

Applications should be submitted by email to jobs@canberracommunitylaw.org.au

If you have any queries regarding the position, please contact Genevieve Bolton on (02) 6218 7922 or by email at gbolton@canberracommunitylaw.org.au

Closing date for applications:

Monday 7 November 2022.