

Parachute Solicitor 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 nearly 40 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's legal team also works closely with our Disability Justice Liaison Officer, who provides disability support including access to reasonable adjustments in tandem with legal assistance.

CCL operates specialist legal services for specific groups facing systemic barriers to justice, including the Dhurrawang Aboriginal Human Rights Program, the Disability Discrimination Law service, 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

Direct Report to: Executive Director/
Principal Solicitor

Employment Status: Permanent Full-Time

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

Salary: \$89 269.35 – \$109 631.19 per annum (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
jobs@canberracommunitylaw.org.au

Position Objective

The Parachute Solicitor position will provide legal services to women experiencing or at risk of family violence in the areas of Centrelink and public housing. This assistance may include providing outreach services, warm referrals, discrete legal services, ongoing casework assistance and representing clients in Tribunal/Court matters as negotiated.

The positions will also involve undertaking community legal education training and activities, attending stakeholder forums, and working on law reform and community development projects. CCL considers being a woman is a genuine occupational qualification for this position under the s.34 Discrimination Act 1995 (ACT).

Responsibilities

1. General

- 1.1. The Parachute 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.
- 1.3. This position is ultimately accountable to CCL's Executive Director/Principal Solicitor.

2. Key Responsibilities

- 2.1. Providing advice, task assistance and representation services and referrals in Parachute's areas of practice (Centrelink and public housing);
- 2.2. Representing clients in the ACT Civil and Administrative Tribunal and Commonwealth Administrative Appeals Tribunal;
- 2.3. Supervising clinical law students/volunteers/paralegals as required;
- 2.4. Undertaking community legal education training and activities;
- 2.5. Attending stakeholder forums and liaising with community organisations;
- 2.6. Working on law reform and community development projects;
- 2.7. Undertaking administrative tasks as necessary; and
- 2.8. Other duties as reasonably directed.

Selection Criteria

Essential

1. Holder of or eligible for a practising certificate in the ACT.
2. Demonstrated commitment to social justice and human rights and capacity to work effectively with women experiencing or at risk of family violence.
3. Good organisational, time management and file management skills.
4. Excellent oral and written communication skills.
5. Excellent interpersonal skills and the ability to work within a multi-disciplinary team.
6. Capacity to design and deliver community legal education.

Desirable

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

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.

People with disability, people with lived experiences of family and domestic violence and Aboriginal and Torres Strait Islander people are encouraged to apply.

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 jobs@canberracommunitylaw.org.au

Closing Date for Applications:
Monday 18 December 2023

Interviews will be held on Wednesday 20 December 2023