

## Civil Justice System Mapping Project Lead

### Part Time Position

(2 days a week or equivalent, temporary position for 6 months)

#### 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 disadvantage or other barriers to accessing the justice system. CCL has been part of the Canberra Community for 40 years. During this time, CCL has responded to changing and increasing legal demand in the ACT with trauma-informed and culturally sensitive and holistic legal services. CCL's programs provide targeted legal services and support that empower both our clients and the broader community to live a better quality of life.

CCL works in collaboration with social support services, other community based legal services and with Commonwealth and Territory Governments to realise our vision of a fair and thriving community. We are the only free legal service in the ACT that specialises in social housing, social security, disability, race discrimination and homelessness law.

CCL's legal team collaborates with our Disability Justice Liaison Officer to support clients with disability and other access needs to access our services and legal processes. CCL's legal team also works with a 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.

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.

In addition to providing legal advice and representation, CCL conducts community outreaches in collaboration with community-based organisations to connect with people experiencing acute disadvantage and hardship. CCL also undertakes community legal education and law reform work and is a leading voice for change in the ACT and region.

For further information about CCL, please visit our website at [www.canberracommunitylaw.org.au](http://www.canberracommunitylaw.org.au).

#### Position Identification

**Position Title:** Project Lead, Civil Justice System Mapping Project

**Direct Report to:** Disability Law Supervising Solicitor and Disability Justice Liaison Officer but is ultimately accountable to the Executive Director/Principal Solicitor

**Employment Status:** 2 days a week or equivalent for 6 months

**Employment Conditions:**

**Salary:**

\$106 904.77 per annum, pro rata + superannuation + salary packaging options.

Opportunities for Professional Development.

Workplace culture, which is dedicated, collaborative and dynamic.

Flexible workplace.

**Contact for Position Enquiries:**

Isabel Moss (Disability Justice Liaison Officer) or Farzana Choudhury (Disability Law Supervising Solicitor) on (02) 6218 7900 or [jobs@canberracommunitylaw.org.au](mailto:jobs@canberracommunitylaw.org.au)

## Position Objective

As Project Lead for the Civil Justice System Mapping project, this position will assist CCL in conducting desktop review research and interviews to produce a report that maps pathways through civil legal processes.

The report will be based on:

- Interviews with stakeholders from non-profit organisations, community legal centres and government agencies with relevant expertise.
- High level desktop research.

In addition to visually mapping pathways, this report will address common barriers people with disability may experience navigating the civil justice system and make recommendations to stakeholders to remedy these barriers.

The project report will focus on the following key areas of civil law:

- Care and Protection
- Discrimination
- Guardianship
- Mental Health; and
- Housing Tenancy

The Project Lead will work 2 per week (flexible) for 6 months and will sit within CCL's Disability Law service. Disability Law consists of our Disability Discrimination Law program, Disability Justice Liaison Officer and Mental Health Justice Clinic.

## Responsibilities

### 1. General

- The Project Lead, Civil Justice System Mapping Project works in CCL's Disability Law service under the supervision of CCL's Disability Law Supervising Solicitor and Disability Justice Liaison Officer.
- This position is required to work as a member of a team to further the objectives of CCL as determined from time to time and operate within CCL's policies and procedures.

### 2. Specific

The Project Lead will:

- Conduct desktop research into common pathways into the specific legal sector areas (as outlined above).
- Conduct interviews with stakeholders with relevant expertise including community organisations, community legal centres and government organisations; to understand the legal pathways these organisations' clients are using.
- Produce a high-level report that provides a visual representation of the legal pathways for the various civil justice processes, includes a table outlining the findings of the interview and discussion of the common barriers faced by people with disability and recommendations for intervention points in the civil justice process to improve outcomes for people with disability.

### 3. Other Duties

- Liaison with other agencies as required.
- Attendance and participation in internal meetings and stakeholder engagement activities as required.
- Undertaking administrative tasks with other staff members where necessary; and
- Other duties as reasonably directed by CCL's Executive Director/Principal Solicitor and/or supervisors from time to time.

## Selection Criteria

### Essential

1. Demonstrated relevant experience in a project lead role or similar with experience in establishing processes, self-directed work and setting and meeting project deadlines.
2. Relevant experience in either social policy and research, the community or legal sector.
3. Well-developed oral and written communication skills and the ability to draft accurate and well-presented documents.
4. Excellent interpersonal skills with demonstrated capacity to liaise with a broad range of stakeholders.
5. Well-developed organisational and time management skills.
6. Good IT skills and ability to use a range of computer programs including Microsoft Office products (Outlook, Word, Teams etc) and case management systems.
7. Holder or eligible to obtain a Working with Vulnerable People card.

### Desirable

1. Lived experience of disability including being a person with disability, a supporter or carer of people with disability or having significant experience in understanding issues experienced by people with disability.

People with lived experience of disability are encouraged to apply.

Aboriginal and Torres Strait Islander people are encouraged to apply.

## How to apply

Applications should be addressed to the Executive Director/Principal Solicitor, Canberra Community Law and 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](mailto:jobs@canberracommunitylaw.org.au).

If you have any queries regarding this position, please contact Isabel Moss or Farzana Choudhury on (02) 6218 7900 or email at [jobs@canberracommunitylaw.org.au](mailto:jobs@canberracommunitylaw.org.au).

Closing Date for Applications is **Monday 21 October 2024 at 5pm**.