



# Position Description

## Community Lawyer, Infringements

<b>Position Title</b>	Community Lawyer, Infringements
<b>Tenure</b>	Fixed Term 12 months
<b>Division</b>	Legal Services
<b>Location</b>	Frankston
<b>Classification</b>	Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 2B Level 5
<b>Approved By</b>	Chief Executive Officer

### POSITION OBJECTIVE

The Community Lawyer, Infringements will work within the Centre's Fines Clinic team to provide high quality and timely legal services to vulnerable and disadvantaged clients with Infringement matters.

The Community Lawyer, Infringements will provide information, advice, minor assistance, casework, referral services and representation as part of the Centre's holistic service delivery practice.

### KEY ACCOUNTABILITY AREAS

1. Deliver high quality legal advice and casework, advocacy and representation services.
2. Provide duty lawyer and representation services in accordance with the Centre's *Advice and Casework Guidelines*.
3. Conduct ongoing casework in accordance with the Centre's *Advice and Casework Guidelines* and within the caseload/file limit directed from time to time
4. Work closely and collaboratively with the Infringement & Magistrates Courts and court staff.
5. Maintain an appropriate case management system, including undertaking regular file reviews
6. Maintain accurate and up to date records, including file notes, and casework statistics.
7. Develop and maintain up to date knowledge of relevant legislation, procedures and practices relevant to the position
8. Develop and maintain up to date knowledge of relevant information, resources and referral options for clients.
9. Participate in regular supervision and caseworkers meetings.
10. Ensure that all work is conducted within the requirements of the *Legal Profession Act 2004* and Rules, the Centre's professional indemnity insurance and the Centre's policy and procedures.

11. Liaise with relevant organisations and workers.
12. Represent Peninsula Community Legal Centre at relevant community, government and other forums.
13. Participate in community legal education activities as directed.
14. Identify trends and issues arising from legal advice and casework practice.
15. Participate in activities which seek to ensure greater legislative and practical protection for PCLC clients, such as submission writing and participation in campaigns.
16. Liaise with and report to the Practice Manager, General on a regular basis.
17. Assist with collection of data and preparation of reports and other accountability documentation as required.

## ORGANISATIONAL RELATIONSHIPS & RESOURCE MANAGEMENT

<b>Reports to:</b>	Practice Manager, General Director, Legal Services Chief Executive Officer
<b>Direct Reports:</b>	No reports to this position

## ACCOUNTABILITY, AUTHORITY AND DECISION MAKING

The position reports directly to the Practice Manager, General

All work and conduct is to be performed in accordance with PCLC Policy and Procedures, PCLC Strategic Plan, PCLC Work Plan and PCLC Advice and Casework Guidelines.

Professional judgement is exercised in the performance of routine tasks and client services.

Direction is sought prior to engaging in non-routine tasks and client services.

## SELECTION CRITERIA

- Possesses, or is eligible to possess, a current practicing certificate with two years post admission practice.
- Highly developed advocacy skills
- Demonstrated knowledge of and commitment to social justice principles, understanding of the legal assistance sector and a commitment to PCLC 's vision and values.
- Experience in, or demonstrated capacity to undertake, direct legal service delivery, including provision of information, advice and referral services, negotiation and advocacy on behalf of clients, representation of clients in courts and other legal settings.
- Excellent verbal and written communication skills.
- Demonstrated knowledge of law and legal system, relevant legislation and procedures and relevant current issues relating to the Infringement System.
- Excellent interpersonal skills.
- Well developed organisational skills and ability to work with minimal supervision.
- Competency in using word processing and electronic communication programs.
- Holds a current Victorian Driver's Licence and has access to a reliable and comprehensively insured vehicle.

## OTHER RELEVANT INFORMATION

- You will be required to travel to PCLC branches, PCLC service locations and Courts and Tribunals. Access to a reliable and comprehensively insured motor vehicle is a requirement.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of PCLC and its clients, in a professional and confidential manner in accordance with PCLC's information and records management procedures.
- Ensure that all PCLC policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management and customer service.
- Act in a professional manner at all times while performing duties for and/or representing PCLC in line with the Staff Code of Conduct.
- An attractive remuneration package will be negotiated with the successful applicant. Salary packaging is available.

## ORGANISATIONAL CONTEXT

Peninsula Community Legal Centre (PCLC) is one of 50 community legal centres in Victoria. It operates across six local government area in the south east of Melbourne – Cardinia, Casey, Frankston, Glen Eira, Kingston and Mornington Peninsula. PCLC is headquartered in Frankston and has branch offices in Bentleigh, Cranbourne, Pines and Rosebud.

The Centre works to empower and support disadvantaged community members of the South Eastern and Westernport region to use the law and legal system to protect and advance their rights and broaden their awareness of their responsibilities. The Centre offers general legal advice and casework services, specialist family law, tenancy, consumer law and family violence programs, and is active in community legal education and law reform work.

Peninsula Community Legal Centre has received a grant from the Victorian Government to conduct the Centre's fines clinic. The Clinic operates one day and one evening per week at our Frankston Office and offers a visiting service to Peninsula Health Drug & Alcohol Unit.

## PCLC VISION AND VALUES

### Vision

A fair and inclusive society that promotes and protects human rights and equality before the law.

### Values

- Fairness
- Empowerment
- Accessibility
- Respect
- Independence
- Quality

## Mission

To advance justice through the provision of free legal services, education and advocacy in a community development framework.

## Objectives

1. To effectively and innovatively utilise, manage and expand resources to achieve our mission.
2. To provide free and accessible legal advice, casework and representation in the Centre's catchment area, targeted to assist the most vulnerable.
3. To provide community legal education to empower and inform the community about legal rights and responsibilities.
4. To initiate and participate in law reform and legal policy activities relevant to the Centre's client base.
5. To develop, maintain and monitor relationships with stakeholders.
6. To effectively promote services.

**Date prepared or last updated: August 2017**