

# Position Description

<b>Position Title</b>	TAS Community Lawyer	<b>Salary</b>	Based on NT Social, Community, Home Care and Disability Services Industry Award Grade 5 - 6.
<b>Team</b>	Tenants' Advice Service Team	<b>Conditions</b>	DCLS Enterprise Agreement 2012
<b>Reports to</b>	Team Leader	<b>Direct reports</b>	Law students (co-supervision)

## About DCLS

Darwin Community Legal Services (DCLS) is located Larrakia country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and we acknowledge Traditional Owners of lands and waters throughout the Northern Territory. We pay our respects to Elders past, present and emerging.

DCLS is a free, confidential multi-disciplinary, community legal service which provides legal help, support, and advocacy to help people ensure their rights. Some of our services are focused on Darwin or the Top End, and some are Territory wide.

With over 60 volunteers contributing via after hours legal advice services and in other ways, over 25 staff and 30 years of operation, DCLS has a long history of being a striving collaboration for positive change.

Our legal help and support teams, which consist of the General Legal Team, Tenant Advice Service and Seniors Rights and Advocacy Service, are located together enabling integrated client support.

In all we do, we work to empower our diverse communities to access to services and support.

DCLS is the only generalist legal community legal service in the NT, and we are actively pursuing opportunities to increase operations in areas of need.

We work to promote awareness and understanding and advocate and collaborate for change that promotes fairness and justice.

## About this role

The TAS Community Lawyer position is based in the Tenants' Advice Service (TAS) of DCLS. The TAS provides independent, impartial advice and advocacy assistance to public and private tenants throughout the Northern Territory. TAS is actively involved in community legal education and is a leading contributor and collaborator in advancing reforms and tenant's rights and the rights of people who are homeless.

## Key duties and responsibilities

### As a Community Lawyer

- Provide legal advice, legal assistance and legal representation to TAS clients
- Plan and manage client legal work including record keeping, work management, legal research, client liaison, logistical and collaborative tasks
- Draft material related to client matters
- Contribute to the development of DCLS's Legal Practice, team members' skills and identifying wider service delivery issues arising from client work
- Other tasks as directed or approved by the Principal Solicitor from time to time

### Community Legal Education

- Help contribute to the development and support of community workers, other legal practitioners, networks and community through relevant activities and modes
- Develop and maintain resources for TAS community legal education.
- Help enhance and deliver TAS community legal education.

### Law Reform

- Help develop policy and identify law reform opportunities based on evidence from practice, including through test cases, submissions, campaigning and lobbying
- Undertake and contribute to research and logistics in relation to TAS law reform activities
- Contribute to TAS arrangements related to community participation including helping to liaise with key stakeholders, groups and networks,

### Additional opportunities

- Subject to suitability and any other relevant factors, act in higher positions within the Team and within DCLS,
- Help develop new programs, projects and initiatives, for example TAS and DCLS are currently developing the Homeless Person's Legal Service, and
- Help create and engage with additional opportunities consistent with TAS and DCLS objectives.

### Accountabilities

- Work to a legal professional standard of efficiency, accuracy, and responsiveness
- Comply with DCLS policies and procedures
- Work as a member of the team and assist in tasks shared by other staff
- Attend and participate in team, casework and/or staff meetings
- Report to the Team Leader Values

We are a hard-working and passionate community organisation, and we seek staff who share our values and culture.

### You will:

- Show initiative and be able to work autonomously and be a team player
- Be self-motivated and have a "can do" approach
- Be committed to ethical standards
- Be adaptable and flexible, and
- Have a passion for making a difference within the organisation and the wider community.

## Selection criteria

### Essential

1. Eligibility for a legal practicing certificate in the NT
2. Demonstrated commitment to social justice and human rights
3. Critical analysis of contributors to civil law legal inequalities in the NT
4. Proven ability to interpret and apply law and provide accurate and comprehensive legal advice
5. Demonstrated legal research skills
6. Enthusiasm to contribute to as a member of the TAS team
7. Knowledge of housing and tenancy issues in the NT or the ability to acquire this knowledge quickly.
8. Well-developed advocacy, communication and interpersonal skills including the ability to interact effectively with people from a range of cultural backgrounds and clients with complex needs
9. Well-developed oral and written communication skills and the ability to present information clearly and concisely
10. Strong legal practice management skills including adherence to requirements about record keeping, time management and ability to prioritise competing demands
11. Well-developed interpersonal skills, including conflict resolution skills and the ability to work well within a team environment
12. Demonstrated ability to work independently, take initiative, accept responsibility, and meet deadlines and outcomes with quality output
13. Excellent computer skills
14. Willingness to travel away from Darwin for short periods
15. Hold current NT Driver's License
16. Hold a current working with Children's Card (Ochre Card)
17. Hold a current national Police Clearance certificate

### Desirable

1. Experience as a lawyer in a non-profit legal context
2. Experience working in a community-based organisation
3. Experience in developing and delivering community education and training

### Salary and other benefits

Current Fulltime equivalent salary range of NT SCHCADS Grade 5.1 – 6.3 depending on skills and experience. DCLS pays above award wages and salary packaging is available. Superannuation per legislation, 6 week's annual leave (or pro-rata), and generous conditions as per DCLS Enterprise Agreement apply including flexible working and time in lieu. DCLS is an equal opportunity employer.