

Litigation Solicitor, Housing Law

Full-time Position, 12 month contract

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, including our Housing and Tenancy Law Program, 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 Housing and Tenancy law team, including our ACAT Duty Lawyer service works closely with our Dhurrawang Aboriginal Human Rights Program, with our Mental Health Justice team, our Parachute program and our social worker, to ensure clients with disability, accessibility or cultural needs are fully supported while engaged with legal processes.

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, through our ACAT Duty Lawyer Service, our Street Law, Parachute and Dhurrawang Programs. 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.

Position Identification

Position Title: Litigation Solicitor, ACAT Duty Lawyer Service (Housing Litigation Team)

Direct Report to: Litigation Supervising Solicitor but is ultimately accountable to the Executive Director/Principal Solicitor

Employment Status: Full time (12-month contract).

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

Salary: \$101 463.45 to \$115 575.71 per annum (depending on qualifications and experience) + superannuation + salary packaging options.

Contact for Position Enquiries: Genevieve Bolton, Executive Director/Principal Solicitor
(02) 6218 7922 or gbolton@canberracommunitylaw.org.au

Position Objective

The primary focus of the Litigation Solicitor position is advising, preparing for and representing social housing clients of the ACAT Duty Lawyer Service in the Residential Tenancies List of the ACT Civil and Administrative Tribunal (ACAT).

This position works as part of a team of litigation solicitors, including in the Housing and Tenancy Law team and works closely with the Senior Litigation Solicitor under the supervision of the Litigation Supervising Solicitor.

The Litigation Solicitor may be required to undertake some non-litigation advice work in CCL's Housing and Tenancy Law program.

This position would ideally suit a Graduate or Junior Solicitor.

Responsibilities

1. General

- Work as a member of the Housing and Tenancy law team to further the objectives of Canberra Community Law (CCL) as determined by the Centre from time to time.
- Operate within CCL's policies and practices.

2. Key Responsibilities

- Providing Duty Lawyer services and conducting ongoing litigation for social housing renters with matters listed in ACAT's Residential Tenancies List;
- Providing legal advice, information and discrete housing and tenancy law services as required;
- Supervising Community Legal Education (CLED) students/volunteers/ paralegals as required;
- Assisting in the development and provision of community legal education and law reform submissions as required;
- Maintaining up to date advice notes, file notes and complying with CCL's administrative processes and policies;
- Other duties as reasonably directed.

Selection Criteria

Essential

1. Holder of, or eligible to hold an ACT practising certificate;
2. Knowledge of (or demonstrated capacity to acquire) ACT Housing and Tenancy law and Human Rights law;
3. Demonstrated interest in and capacity to undertake Tribunal litigation;
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

1. Experience working in a similar role in a community legal centre or community based environment.
2. 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.

Short listing for interviews and selection will be based on responses to the selection criteria. **Applications which do not address the selection criteria will not be considered.**

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

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

Closing date for applications: Monday 23 February 2026 at 5pm