

Position Description

Job title:	Lawyer/Senior Lawyer
Area of practice:	Tenancy, public and community housing and other civil
Classification level:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) – Level 5 or 6
Reports to:	Managing Lawyer – Tenancy & Housing
Direct reports:	None
Employment status:	Fixed term contract to 30 June 2027 (with the potential for extension subject to funding). 0.6 - 1.0 FTE basis (negotiable)
Remuneration:	Salary range of \$103,799 to \$118,430 (pro rata) per annum based on qualifications, skills, and experience plus employer funded superannuation, relevant allowances and the benefits of tax-effective salary packaging available up to \$16,000 per annum.
Employment conditions:	In accordance with the SCHADS Award, Victorian Community Legal Centres Multi-Enterprise Agreement 2025-2028 (MEA), internal policies and applicable legislation.
Location:	North Melbourne and Kensington

Our organisation

Inner Melbourne Community Legal (**IMCL**) is a not-for-profit community organisation that provides free legal assistance to low-income people in the inner Melbourne area. Our mission is to create a fairer, more equal community through advocacy and law reform, education, casework and strategic litigation.

We provide access to justice to the most marginalised members of our community including individuals experiencing homelessness, family violence, mental illness, disability, racialised and/or over-policing, substance dependency and people from culturally and linguistically diverse backgrounds.

We operate across two offices in North Melbourne and Kensington, and deliver multiple integrated outreach services in partnership with other health, education and community organisations in the local area.

Some of IMCL's signature programs include the Specialist Social Housing Program, Health Justice Partnerships and the [Police Accountability Project](#).

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IMCL is also on the Victorian Legal Aid Panel for family law, summary and youth crime, family violence and youth justice.

Working at IMCL

IMCL is committed to promoting a diverse, inclusive and values-driven workplace. We offer flexible working arrangements and generous salary packaging provisions. IMCL is party to a new MEA.

We encourage people from diverse backgrounds and experience to apply, including people with lived experience in the areas we practice in. We strongly encourage Aboriginal and Torres Strait Islander people, LGBTIQ+ people, people from culturally and linguistically diverse and refugee backgrounds, women, and people with a disability to apply.

Role purpose

The role will contribute to IMCL's impactful tenancy and housing law practice, including within the International Student Employment & Accommodation Legal (**ISEAL**) Program, in partnership with the Migrant Workers Centre and the Study Melbourne Hub.

The role will work within IMCL's other tenancy and housing law programs including the Social Housing Legal Program and integrated Public Housing outreach programs and is responsible for the provision of high-quality, best practice legal services to our community through legal information, referrals, advice and casework assistance.

The ISEAL Program builds on IMCL's extensive experience and expertise in providing tenancy and other legal support to international students through delivery of programs since 2016.

Using an integrated, co-location service model, IMCL has partnered with the Migrant Workers Centre to offer a comprehensive program that prevents and responds to accommodation and employment exploitation of international students. The program combines early intervention, practical rights education and tailored support to students through the provision of high-quality legal assistance.

The Lawyer/Senior Lawyer will:

1. **Provide legal services** (advice, casework and court/tribunal advocacy) with a focus on clients referred through the ISEAL program as well as other IMCL programs/partnerships and those living in public and community housing.
2. **Ensure program delivery and service outreaches** to ensure international students and other renters are effectively supported in their housing matters.
3. **Develop and strengthen community partnerships** through stakeholder and community engagement, legal service delivery, and identify, develop and implement new referral pathways.
4. **Identify policy and advocacy opportunities** and work collaboratively to advocate for positive legal and social change.

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Working with

IMCL management, lawyers, non-legal staff, volunteers, and partner organisations.

Responsibilities

Legal advice, casework and outreach

- Deliver high-quality, trauma-informed legal advice and intensive casework to clients using a variety of flexible and responsive service delivery models – including onsite at Study Melbourne – and facilitate referrals into IMCL for ongoing assistance, other organisations, community legal centres, pro bono partners and community partners.
- Manage a caseload to be negotiated annually inclusive of advice, legal tasks, court representation and other types of representation.
- Contribute to a roster of tenancy related clinics and outreaches and support the broader IMCL team with a small number of shared duties such as family violence duty lawyering and supervisor-on-site.

Escalate high risk matters and client-related incidents to the Managing Lawyer or Director of Legal Practice, as appropriate.

Mentorship and supervision of junior staff

- For Senior Lawyer, you will assist with mentoring and supervising junior lawyers to grow their knowledge and skills and enable them to contribute to the tenancy law practice.
- You will also supervise non-legal staff (eg. paralegal and administrative support staff) as required.

Stakeholder engagement

- Contribute to the delivery of the ISEAL program through:
 - Attending meetings with the Migrant Workers Centre, and working closely with Study Melbourne Hub and other partners to deliver client-centric outcomes.
 - Monitoring and strengthening legal service delivery at Study Melbourne Hub and other clinics and identify areas for improved efficiency and outcomes, as needed, in consultation with the Managing Lawyer – Tenancy & Housing.
 - Ensuring data and record keeping is of a high quality and comply with funding and reporting requirements.
- Deliver professional development sessions for international student support organisations and professionals and other workers where necessary.

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- Work collaboratively with the IMCL team (including legal staff and relevant key stakeholders) to ensure person-centred and trauma-informed responses underpin all aspects of IMCL's work.
- Where required, assist the Managing Lawyer – Tenancy & Housing and other key staff with monitoring and evaluating the effectiveness of program delivery including assisting with reporting and other funding requirements.

Policy, advocacy and strategy

- In collaboration with the Managing Lawyer – Tenancy & Housing and Director of Advocacy and Policy, participate in law reform projects, CLE and advocacy in relation to strengthening renter rights, particularly for international students and those residing in social housing.
- Collaborate with the tenancy team to deliver on the Organisational Work Plan.

Selection Criteria

Qualifications and skills

1. Hold or be eligible to hold an unrestricted legal practising certificate in Victoria.
2. Minimum 2 years post-admission experience for a Lawyer and 5 years for a Senior Lawyer.

Essential knowledge and skills

3. Demonstrated technical experience in community law (Experience in tenancy or administrative law will be highly regarded), including proven ability to advise and advocate in the Victorian Civil and Administrative Tribunal and Magistrates' Court with limited supervision.
4. Experience in providing high quality, trauma-informed and client-focused approaches to legal services and an ability to manage a diverse caseload in accordance with best practice principles, rules and guidelines.
5. Proven ability to successfully maintain and/or strengthen stakeholder relationships and work collaboratively across disciplines.
6. Excellent organisational and planning skills, ability to think critically and strategically, and to operate both independently and collaboratively with others to achieve the goals of an organisation and/or team.
7. Experience working with disadvantaged and marginalised clients experiencing intersecting psycho-social issues in a trauma-informed, compassionate, competent and inclusive manner.
8. High level oral and written communication and the ability to tailor communication to the audience.

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Desirable knowledge and skills

9. Experience in integrated practice and holistic service delivery and/or working with non-legal professionals in a multidisciplinary environment.
10. Experience in family violence law
11. Demonstrated capacity to supervise legal and other staff.
12. Experience in policy, law reform, service design and/or community legal education.

Personal attributes

13. Demonstrated commitment to the values and mission of IMCL.
14. An interest and passion in improving the rights of renters.

How to apply

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident, or hold a valid work permit or visa.

Candidates are requested to apply via the Job Advertisement Platform with:

1. A covering letter outlining your interest in applying for the role and the addressing the key selection criteria (no more than 2 – 3 pages); and
2. A resume which includes details of education, work and volunteer experience.

For further information, you are welcome to contact Marlene Dixon (Director of Legal Practice) at marlene.dixon@imcl.org.au.