

## **Disability Justice Liaison Officer Position Description Full Time Position**

### **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 over 40 years. During this time, CCL has responded to the changing and increasing legal needs in the ACT with trauma-informed and culturally responsive legal services. CCL's targeted support empowers both CCL's clients and the broader community to live a better quality of life.

CCL works in collaboration with government, social and legal services both locally and across Australia to realise our vision of a just and empowered community. We are the only free legal service in the ACT that specialises in housing, social security, disability, race discrimination and homelessness law.

CCL's legal team collaborates with our 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.

CCL provides these services to address disadvantage in the community. CCL also undertakes community legal education and law reform work.

### **Position Identification**

**Position Title:**

Disability Justice Liaison Officer

**Direct Report to:**

Supervising Solicitor, Disability Law Service

**Employment Status:**

Permanent, Full Time

**Employment Conditions:**

Employed under the Community Sector Multiple Enterprise Agreement (ACT) 2014 to 2018

**Salary:**

\$110 646.43 to \$115 575.72 per annum +  
Superannuation + Salary Packaging Options

Paid Christmas Shutdown Period Leave

Opportunities for Professional Development

Workplace culture, which is dedicated,  
collaborative and dynamic

Flexible Workplace

**Contact for position enquiries:**

Genevieve Bolton

Executive Director/Principal Solicitor

(02) 6218 7922 or

[gbolton@canberracommunitylaw.org.au](mailto:gbolton@canberracommunitylaw.org.au)

## Position Objective

This Disability Justice Liaison Officer position has been established to foster a shared approach to providing access to justice to people with disability.

This position is funded under the ACT Disability Justice Strategy - <https://www.act.gov.au/open/disability-justice-strategy>

The role will contribute to a cross system community of practice that will identify and address systemic barriers that impact access to justice for people with disability.

The Disability Justice Liaison Officer role is a multi-disciplined role which is responsible for:

- supporting the progression of the Disability Justice Strategy and actively participating in the community of practice,
- progressing the development of initiatives under CCL's Disability Action and Inclusion plan,
- working closely with CCL's lawyers to undertake joint client work through an integrated practice model to support people with disability to navigate legal systems, including providing appropriate referrals and reasonable adjustment needs,
- liaising and co-ordinating with community, government and other agencies regarding disability legal services provided by CCL, and
- undertaking community development/ education activities that contribute to enhancing access to justice for people with disability.

## Responsibilities

### 1. General

- 1.1. The Disability Justice Liaison Officer is required to work as a member of a team to further the objectives of CCL as determined by the Centre from time to time.
- 1.2. The position is required to operate within CCL's policies and practices.
- 1.3. Whilst ultimately accountable to CCL's Executive Director/Principal Solicitor the position reports to the Supervising Solicitor of our Disability Law service.

### 2. Specific

The Disability Justice Liaison Officer will:

- 2.1. support the progression of the Disability Justice Strategy and contribute to work around data gathering, information sharing and developing policy and practice.
- 2.2. actively contribute to and participate in the Disability Justice Strategy's community of practice.
- 2.3. work closely with CCL's lawyers to undertake joint client work through an integrated practice model to support people with disability to navigate legal systems, including providing appropriate referrals and reasonable adjustments.
- 2.4. assist in the implementation of CCL's 5th [Disability Action and Inclusion Plan](#).
- 2.5. lead the implementation, monitoring and evaluation of CCL's Disability Lived Experience Framework including facilitation of advisory groups and consultations.
- 2.6. undertake community development/ education activities that contribute to enhanced access to CCL's services for people with disability.
- 2.7. identify and implement actions to address systemic barriers to accessing justice including co-ordinating holistic solutions.
- 2.8. promote access and communication including through arranging disability awareness training for CCL's staff and ensuring that CCL's resources, media, and communications (including social media) are accessible.
- 2.9. establish and maintain good relationships with the justice community of practice agencies, community, government, and other legal organisations to expand and promote services provided by CCL.
- 2.10. other duties as reasonably directed by CCL's Executive Director/Principal Solicitor.

## Qualifications

- Tertiary qualifications in social work, occupational therapy, disability, community services or related discipline
- Working with Vulnerable People Card

## Selection Criteria

### Essential

1. Demonstrated experience working with people with disabilities and understanding of the ACT disability sector, and the ability to liaise with external service providers and stakeholders to support people with disability.
2. Demonstrated knowledge and sensitivity to the compounding barriers of discrimination and systemic disadvantage experienced by people with disability and social and legal factors affecting people with disability, their families, and communities.
3. Well-developed oral and written communication skills, interpersonal skills, and ability to draft accurate and well-presented documents. This includes the capacity to develop and deliver community development and / or community legal education activities in collaboration with colleagues.
4. Demonstrated ability to manage projects.
5. Ability to work flexibly, including with a range of teams and independently.

### Desirable

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

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 Genevieve Bolton on (02) 6218 7922.

**Closing Date for Applications is  
Monday 27 April 2026**