



POSITION DESCRIPTION

Position:	Solicitor
Status:	Full or Part time – one year contract, with possibility of extension
Wage Classification:	Level 5 - SCHCADS Award, plus salary sacrifice benefits
Hours of Work:	To be negotiated
Reporting to:	Principal Solicitor

The LGBTI Legal Service Inc. provides high quality legal advice and support to the LGBTI community in the areas of discrimination, employment law, criminal law, civil law, family law, domestic violence and child protection. The Solicitor will work within the Service and the position aims to provide enhanced access to legal assistance in a range of legal matters.

KEY RESPONSIBILITIES:

1. Provide high quality legal advice, case work, community legal education and legal assistance in a range of matters, including family law, domestic violence, civil law, employment law, discrimination law, consumer, credit and debt matters, administrative law and human rights, as well as undertake related advocacy, policy and law reform work.
2. Assist with the delivery of information and referral functions, including maintenance of the LGBTI Legal Service Inc.'s resources and referrals.
3. Provide back-up assistance for data entry and the maintenance of databases and statistical recording systems on an ad hoc basis.
4. Input client information into the CLASS database.
5. Assist to prepare and deliver CLEs and community events.
6. Participate in law reform activities of the Service as required.

SELECTION CRITERIA / SKILLS AND CAPABILITIES:

1. Admission as a Solicitor of the Supreme Court of Queensland.
2. Eligibility for an unrestricted practicing certificate and a minimum of 2 years' post-admission experience in legal practice, with at least 1 year in domestic violence and family law and/or discrimination law.

3. High level initiative and organisational and time management skills, including the ability to work independently and as part of a team with minimal supervision in undertaking tasks and addressing challenges.
4. Demonstrated knowledge of the law and legal processes, ideally with experience providing legal services to people experiencing disadvantage and/or people who have experienced trauma.
5. Ability to deliver high quality legal advice, community legal education and legal assistance, in a range of discrimination and/or domestic violence and family law matters, and undertake related advocacy, policy and law reform work.
6. Demonstrated commitment to the mission and values of LGBTI Legal Service Inc. and an ability to work with a diverse client base and the LGBTI community.
7. Excellent oral and written communication skills, both written and oral, including the ability to communicate sensitively and appropriately with vulnerable and disadvantaged clients, and good interpersonal skills.
8. A strong commitment to social justice principles.
9. Good understanding of the organisation and management of legal practice and the ability to manage client matters and meet deadlines.

DESIRABLE

1. Post-admission experience in family law, domestic violence or discrimination law.
2. Experience in the use of interpreters to provide legal advice and representation.
3. High level computer skills and literacy, including MS Office, databases, office equipment, and willingness to undertake training in relevant areas.
4. Workplace flexibility, including the ability to multi-task and demonstrate teamwork in undertaking a variety of business support and administrative tasks.
5. Experience working in a community environment, either as a paid worker or a volunteer.

ORGANISATIONAL DUTIES

1. Be aware of and comply with the Service's Risk Management Guide, policies and procedures.
2. Attend team meetings.
3. Participate in strategic planning and team-building activities undertaken by the Service.
4. Participate in professional clinical supervision.

People from diverse backgrounds, including people identifying with the LGBTI community and/or the Aboriginal and Torres Strait Islander community, are encouraged to apply.

Please forward your CV and covering letter addressing the Key Responsibilities/Selection Criteria to solicitor@lgbtilegalservice.org by Monday, 21 September 2020 with the following subject line: [Your Surname], [Your First Name]: Solicitor Application.