

Youthlaw Lawyer 0.6 FTE

Position Title	RMIT Student Legal Service Lawyer
industrial instrument	Conditions of employment comply with the <i>Community Legal Centres Multi-Business Agreement (MBA) Certified Agreement 2006-2009</i> and pay rates in the <i>Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)</i> .
Full-Time/Part-Time	0.6 FTE (3 days a week) for 12 months. Youthlaw operates on a 38-hour week.
Classification	Level 6.1 (CDW) SCHCADS Award 2010.
Remuneration	The current full-time base salary at 6.1 is \$96,962. In addition: <ul style="list-style-type: none"><input type="checkbox"/> 10.5 % superannuation<input type="checkbox"/> Salary packaging<input type="checkbox"/> 4 weeks annual leave with loading (pro rata)<input type="checkbox"/> Additional paid leave between Xmas and New Year (pro rata)<input type="checkbox"/> Flexitime
Reports To	Principal Lawyer and Deputy CEO
Contact to discuss position	James Tresise, Senior Community Lawyer
Contact details	james@youthlaw.asn.au

POSITION CONTEXT

Youthlaw is a specialist state-wide legal service for young people under the age of 25.

In 2012, we successfully tendered to provide a legal service to students at RMIT University. We developed a service model responsive to the needs of student, with a major emphasis on online enquiries and delivery. This service has developed further over the years and currently offers a mix of face-to-face and online services.

The RMIT Student Legal Service largely operates as a “self-help” model where students are given legal advice and support. An outline of what the services assists with can be found here: <https://www.rmit.edu.au/students/support-services/financial-legal-support/legal-service>

Our current lawyer will be acting up in the Deputy CEO position for a year and we seek to backfill his position.

KEY RESPONSIBILITIES

- Legal advice (limited on-going casework)
- Co-ordination of appointments

- Secondary consultations and continuous legal education to RMIT staff
- Continuous legal education (talks, articles etc) to RMIT students
- Maintain relationships with frontline RMIT staff & services and management relevant to the service.
- Contribute to program review & development
- Contribute to broader Youthlaw legal service delivery
- Participate as a collaborative member of both lawyer & staff teams.
- Shared administrative duties

KEY SELECTION CRITERIA

- At least 2 years relevant legal practice experience
- Experience working with people from cultural and linguistically diverse backgrounds
- Interpersonal skills including ability to collaborate, work as a team, seek supervision and work independently
- Excellent organisation, time management & co-ordination skills
- Aptitude and/or or experience to work with non-legal stakeholders

DESIRABLE

- Experience in legal assistance provision, such as provided by Victoria Legal Aid or by a Community Legal Centre
- Experience in tenancy, employment, fines, family violence, and debts
- Experience working as a lawyer with non-legal services and staff.
- Legal education or training experience (development and delivery)

QUALIFICATIONS

- Hold or be eligible to hold a current legal practising certificate in Victoria

LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS

The position will be at both RMIT in the Melbourne CBD and the Youthlaw office at 147-155 Pelham St, Carlton. There will also be opportunity to work from home.

INSTRUCTIONS FOR APPLICANTS

Closing date for application – Thursday 11 August 2022 , 11.30pm

Please provide one letter that is both a cover letter & addresses the key selection criteria (no more than 2 pages). In addition, provide your CV.

Please provide at least 2 professional referees. We will only contact your referees with your permission after an interview.

Do you want more information?

Read the position description carefully.

Look at our website including our most recent annual report.

If you have a question please email first and we will call you, back if required.

All applications and any queries please direct to James Tresise at james@youthlaw.asn.au

Interviews

We will shortlist applicants and book in interviews as early as the week beginning **15 August 2022**

If you are not shortlisted, we will let you know as soon as possible.

Feedback

Unfortunately, we do not have the capacity to provide feedback to all applicants. We will provide feedback on request from all who are shortlisted.