

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 10 months. Youthlaw operates on a 38-hour week.
Classification	Level 6.1 (CDW) SCHCADS Award 2010.
Remuneration	The current full-time annual base salary at 6.1 is \$102,546 In addition: <ul style="list-style-type: none"> <input type="checkbox"/> 11 % 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	James Tresise, Principal Lawyer and Deputy CEO
Contact to discuss position	James Tresise, Principal Lawyer and Deputy CEO
Contact details	james@youthlaw.asn.au

POSITION CONTEXT

Youthlaw is a specialist Victorian state-wide legal service for young people. Youthlaw works to address the legal issues facing young people through legal services, advocacy, law reform and preventative education programs, within a human rights and social justice framework.

The RMIT Student Legal Service is an independent legal service providing free and confidential generalist legal advice and assistance to students at RMIT. Youthlaw has been providing this service to students since 2012.

We have developed a service model responsive to the needs of students, 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 to students.

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 is taking maternity leave for 10 months.

KEY RESPONSIBILITIES

- Legal advice to RMIT Students (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 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, 14 September 2023

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 Monday **18 September 2023**

Our preferred start date is the week starting Monday **25 October 2023**

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.