



DUTY STATEMENT

- Position:** Solicitor.
- Designation:** Flood Legal Assistance Service solicitor.
- Focus:** The primary practice focus of this position will be legal assistance services arising out of February 2019 flooding to Townsville and surrounding regions. However, all solicitors employed at Townsville Community Legal Service may be required to work across different TCLS services.
- Status:** Fulltime (the TCLS work week is 35 hours, 9am-5pm with 1hr unpaid lunch break).
- Duration:** Fixed term until 28 February 2020. This is not a recurrently funded position.
- Conditions:** *Social, Community, Home Care and Disability Services Industry Award 2010* (Modern Award MA000100).
- Salary:** In accordance with the *Queensland Community Services and Crisis Accommodation Award 2008 (the TPEO)* broad banded Levels 5-6, pay point relevant to qualifications and experience.

Townsville Community Legal Service Inc (TCLS) is a non-profit, community-based organisation dedicated to providing free legal services to the community in North Queensland. Its objectives are:

- To provide a free and accessible legal service.
- To seek legal and social change.
- To address inequalities in law and society.
- To promote legal education.
- To provide crisis counselling and support and/or referral to appropriate agencies.
- To create an area in which the social welfare aspects of client's lives are recognised.
- To encourage community participation in the delivery of the legal services it provides.

ACCOUNTABILITY

The worker is:

- Accountable to the TCLS Principal Solicitor for all day-to-day and operational legal practice issues and professional supervision associated with the position.
- Accountable to the Director for all other day-to-day and operational matters and duties, in particular compliance with service agreements between government funding bodies and TCLS.
- Ultimately accountable to the TCLS Management Committee.

DUTIES OF ALL WORKERS

All TCLS workers are expected to:

- Work towards achieving the general aims of TCLS.
- Work as a member of a team, with other TCLS workers, the TCLS management committee and members.
- Participate in staff meetings and participate in policy formulation and the planning of future directions of the Service.
- Undertake typing, word-processing, filing, replying to correspondence, answering service calls, taking messages, processing mail, photocopying, and being as self-sufficient as possible with administrative duties related to the position.

MANDATORY QUALIFICATIONS

- Admission as a Legal Practitioner, and
- Eligibility to practise as a solicitor in the State of Queensland (you either currently hold a Queensland practising certificate, or you are immediately eligible to be issued a Queensland practising certificate).

DESIRABLE QUALIFICATIONS, EXPERIENCE, AND ATTRIBUTES

- Current open unrestricted Queensland driver licence.
- Demonstrated experience and expertise as a solicitor in a community legal centre.
- Demonstrated knowledge and expertise in areas of law relevant to a Flood Legal Assistance Service including: insurance, employment, tenancy, social security, consumer protection, personal and real property (including securities held over property), credit and debt, insolvency, and other areas of law that may be encountered by people affected by natural disaster.
- Willingness to use social media to further the objectives of the Flood Legal Assistance Service, and to innovate in legal service delivery using social media as a community legal education channel. For example, host a Facebook Live video event to discuss significant legal issues arising from the flood.

DUTIES AND RESPONSIBILITIES - SOLICITOR

1. Legal practice

As a solicitor, you will provide legal assistance services in accordance with *National Partnership on Legal Assistance Services* definitions including:

- *Discrete services* including information, referral, legal advice, and legal tasks, and
- *Representation services* including Dispute Resolution representation, Court/Tribunal representation, and other representation services.

This will generally require that you take instructions and give legal advice, negotiate or mediate cases where appropriate by correspondence or otherwise, initiate or

defend court action where instructed, represent clients in court or tribunals, and instruct Counsel where required.

Be capable of undertaking novel legal work such as test cases and other challenges to the bureaucracy, systems or laws currently in force.

Provide outreach legal assistance services in liaison with community groups and organisations.

Maintain records of the above activities and ensure that the information is recorded and collated in a meaningful way.

2. Accountability, reporting, and supervision

Comply with the requirements of the professional indemnity claims prevention procedures and insurance requirements including the NACLC Risk Management Guide.

Undertake regular file reviews with the Principal Solicitor.

In conjunction with the Director, other staff members and management committee, ensure the ongoing accountability requirements of the Service are being met to the government funding bodies, to the members of TCLS and to the community.

Provide the Director with meaningful statistics, deidentified case studies, and other accountability and reporting requirements as requested.

3. Policy & Planning

In conjunction with the Management Committee and staff team, take an active role in drafting policies and planning future activities of the Service.

4. Community Work

Liaise with community groups and the public generally about legal issues through public speaking, media work, meetings, seminars, public education programs, and social media with the assistance of the Management Committee, staff team, and volunteers.

5. Research & Publication Preparation

Conduct legal research.

In conjunction with the Management Committee, staff team and volunteers, compile, facilitate, coordinate or write submissions, brochures, self-help kits, social media posts, and discussion papers.

6. Administration

Assist in ensuring staff and volunteers are given adequate support and encouragement.

In conjunction with the staff team, assist with the smooth operation of the day to day activities of the Service.

In conjunction with the staff team and management committee, assist with the financial management of the Service.

In conjunction with the staff team and management committee, assist as necessary towards ensuring financial records, filing systems and statistical records are kept to meet the needs of the funders and the operation of the Service.

7. Community Advice Sessions (Evenings)

Assist with the general coordination of the evening legal advice sessions (currently held on Tuesday and Thursday evenings) including the induction and training of new volunteer legal advisers to ensure compliance with professional indemnity insurance requirements and TCLS policies.

Provide legal advice to clients attending the Tuesday and Thursday evening advice services.

8. Clinical Legal Studies

As required, assist with the general coordination and operation of the Clinical Legal Studies Programme (which is provided by TCLS in partnership with the Law School of James Cook University, Townsville City Campus) and in particular, ensure compliance with the professional indemnity insurance requirements and TCLS policies.

9. Other

Undertake all other duties relevant to the position as may be requested by the Principal Solicitor and/or the Director.