



DUTY STATEMENT

Position:	Solicitor.
Focus:	While all workers at Townsville Community Law are required to contribute across all practice areas, the ordinary duties of this position and focus for this role is on Seniors Legal and Support Service/ Seniors Financial Protections Service work.
Status:	Full-time.
Duration:	Temporary – twelve (12) months until 30 June 2022.
Salary:	Broad-banded between Modern Award MA000100 <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> Levels 5 and 6.

Townsville Community Law Inc 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 clients' lives are recognised.
- To encourage community participation in the delivery of the legal services it provides.

ACCOUNTABILITY

The worker is:

- Accountable to the Townsville Community Law 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 Townsville Community Law.
- Ultimately accountable to the Townsville Community Law Management Committee.

DUTIES OF ALL WORKERS

All Townsville Community Law workers are expected to:

- Work towards achieving the general aims of Townsville Community Law.
- Work as a member of a team, with other Townsville Community Law workers, the Townsville Community Law management committee and members.
- Participate in staff meetings and participate in policy formulation and the planning of future directions of Townsville Community Law.
- 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).

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* (or its successor agreement/s) 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 Community Legal Centres Australia Risk Management Guide.

Undertake regular file reviews with the Principal Solicitor.

In conjunction with the Director, other staff members and management committee, ensure that ongoing accountability requirements are being met to the government funding bodies, to the members of Townsville Community Law 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 Townsville Community Law.

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 Townsville Community Law.

In conjunction with the staff team and management committee, assist with the financial management of Townsville Community Law.

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 Townsville Community Law.

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 Townsville Community Law 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 Townsville Community Law 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 Townsville Community Law policies.

9. Other

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