

**Lawyer (Humanitarian)
Level 5**

Organisation Overview

Circle Green Community Legal (**Circle Green**) is a community legal centre providing humanitarian, tenancy, workplace, and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

Values



Role Contribution

This role sits in the Humanitarian stream of Circle Green, focusing on delivering legal advice and assistance under the Protection Visa and Appeals Legal Service. The Protection Visa and Appeals Legal Service includes protection visa initial applications, appeals to the AAT/ART and Judicial Review at the Federal Circuit and Family Court of Australia. This role will be integral to the provision of high-quality legal services and contribute to ensuring the best possible access to appeals processes for people with protection claims.

Lawyers are required to provide comprehensive legal advice, further assistance, representation, community legal education and training, and law reform under the supervision of the Principal Lawyer. Lawyers will also be involved in the direct supervision and management of restricted lawyers, law graduates, advocates, secondees and volunteers.

The Lawyer will work closely with the supervising lawyers and other team members delivering legal and support services to provide clients with trauma-informed, effective, and streamlined services. A client-centred approach and a commitment to ensuring high-quality services are provided to vulnerable people are essential.

Key relationships

- Reporting to the Senior and Principal Lawyers and Program Manager.
- Working with Circle Green lawyers, client services coordinators, advocates, administration staff and central support functions.

Key Responsibilities

Client Work

- Provide legal advice, information, referral, and procedural support to clients, ensuring the delivery of trauma-informed legal services.
- Provide further assistance to clients in compliance with casework guidelines and policies.
- May be an ongoing point of contact and liaison for existing clients, providing information, and assisting with arrangements for further service delivery in consultation with the Senior Principal Lawyers.
- Work with interpreters as needed.
- Provide duty lawyer services.
- Conduct regular file reviews (at least monthly).
- Research legal problems and options.
- Assist as required in the conduct of test cases.
- Prepare files for closing.
- Participate in regular file review meetings for legal staff
- Provide regular reports to the Senior and Principal Lawyers regarding caseload and matter types.
- Ensure compliance with practice management (including data capture) and professional indemnity obligations

Community Legal Education

- Develop and promote specialised community legal education resources, focused on enabling clients understand and navigate the appeals process for protection claims, including at the AAT/ART and Judicial Review at the Federal Circuit and Family Court of Australia (FCCOA).
- Lead the strategic design and development of community legal education resources on AAT/ART and Judicial Review at the FCCOA, working collaboratively with communications professionals and multi-disciplinary teams to produce high quality resources and products.
- Innovate using a range of infographics, diagrams, content narratives and where possible, tools to automate information and promote accessibility across the communities seeking protection.
- Ensure community legal education resources are client centred and regularly reviewed/monitored to ensure up to date information is provided.
- Facilitate and present community legal education and delivery of outreach services where appropriate.

Strategic Legal Review and Advocacy

- Ensure appropriate compliance of guidelines and policies.
- Identify future legal needs of clients and potential clients.
- Contribute to law reform and policy change.
- Monitor compliance with all funding requirements in conjunction with Senior and Principal Lawyers and Program Manager.
- Liaise with Community Legal Centres and other organisations providing complementary services.

Team Responsibilities

- Implement Circle Green Community Legal policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green Community Legal team meetings and planning and review activities.
- Carry out other duties, consistent with the role, as directed by the Principal Lawyer.

Selection Criteria

Qualifications

- Law degree.
- Admitted, or eligible for admission, as a legal practitioner in the Supreme Court of Western Australia and eligible to hold an unrestricted WA practising certificate.

Skills and Experience

- Excellent written and verbal communication skills, with the ability to understand and convey complex details to people from diverse social, cultural and linguistic backgrounds.
- Ability to effectively time manage a high and diverse workload.
- Ability to work with supervision and be an effective team member.
- Experience in supervising junior lawyers, law graduates, paralegals, students and volunteers in the delivery of legal services.
- Demonstrated problem solving, negotiation and conflict resolution skills.
- A demonstrated commitment to human rights and social justice issues.
- Strategic and creative thinker with experience in designing legal information and tools to better enable communities experience disadvantage access justice.

Desirable

- Previous experience in developing and presenting Community Legal Education.
- Experience in humanitarian law, protection claims, refugee status determination, AAT/ART or Judicial Review.