

WEstjustice Employment Lawyer Position Description

Job Title	Employment Lawyer
Purpose	<p>The Western Community Legal Centre Employment Law Project seeks to explore and document the working experiences of newly arrived and refugee communities in the Western suburbs of Melbourne.</p> <p>Building on a period of consultation and research, the Project now delivers two linked programs: Employment Law Service and a Targeted Community Legal Education program focusing on workplace rights and responsibilities (for community members, community workers and a train-the-trainer program).</p> <p>Data and stories collected throughout the Project have been presented in the Not Just Work report (Report), an evidence-based advocacy tool to stimulate legal and policy change and enhance employment outcomes for target communities.</p> <p>We are current seeking a lawyer primarily to deliver the employment law services to international students as part of the International Students Work Rights Legal Service.</p>
Reports to	Employment Senior Lawyer and Employment Practice Manager
Term	<p>Full-time 18 month contract position (although part-time applicants may be considered).</p> <p>Days and times to be negotiated. Please note that some work outside business hours may be required.</p>
Key Responsibilities	<p>Employment Law Service</p> <p>Under the supervision of the Employment Senior Lawyer and Employment Practice Manager, the Employment Lawyer will deliver employment law legal services to international students as part of the International Students Work Rights Legal Service (ISWRLS).</p> <p>In delivering WEstjustice's component of the ISWRLS the Employment Solicitor will:</p> <ul style="list-style-type: none"> • Provide employment law legal services (legal information, advice and casework support) to international students both at the Study Melbourne Student Centre (at least one day per week) and at WEstjustice. • To assist with WEstjustice employment law services where other WEstjustice staff are working on ISWRLS casework. • Provide secondary consultation support to workers of the Study Melbourne Study Centre regarding legal issues arising for their international student clients.

	<ul style="list-style-type: none"> • Establish strong referral pathways and cross-refer international students to other areas of WEstjustice or relevant service providers. • Participate in project coordination including marketing, data collection and reporting. • Analyse casework trends and experiences to provide evidence to support broader advocacy work to assist vulnerable workers. • Participate in mentoring and professional development opportunities, and • Participate Employment Law Networks and build stakeholder relationships with other service providers and undertake referrals to other services and briefing of barristers where required. <p>Other</p> <ul style="list-style-type: none"> • Contribute to community legal education, development and engagement and advocacy and policy work as appropriate and required, and • Other tasks and duties as directed.
<p>Key Selection Criteria</p>	<ol style="list-style-type: none"> 1. Current practising certificate 2. Sound knowledge and experience in the provision of high quality legal advice and casework in the areas of employment and discrimination law 3. Ability to engage with and assist vulnerable and disadvantaged clients from newly arrived and refugee communities 4. Strong administrative and organisational skills 5. Excellent communication, both written (including legal research skills) and oral communication (including ability to prepare and deliver presentations), and 6. Demonstrated commitment to social justice.
<p>Desirable skills and competencies</p>	<ol style="list-style-type: none"> 1. Assertiveness, confidence and ability to engage with a diverse range of stakeholders, including the community sector 2. Strong understanding of the social context of the law and familiarity with legal and social issues faced by newly arrived and refugee communities 3. A demonstrated ability to work as part of a team, including working with volunteers, and working autonomously, and 4. Experience in a project management role.