

JOB VACANCY: PART-TIME LAWYER

- International parental child abduction lawyer
- Interesting and specialised field of law
- Woolloomooloo, NSW
- Part time, 4 days/week (0.8FTE), commencing after 2 July 2018 (start date negotiable)
- Above Award wages and workplace flexibility

The Role

Reporting to the Manager of the Legal Service, you will be responsible for the provision of legal advice and case work to clients throughout Australia who are affected by international parental child abduction (IPCA). The Legal Service primarily provides legal advice and assistance by telephone and email, with some face-to-face contact with clients. Your duties include:

- Provision of advice to clients and professionals on our Legal Advice Line regarding IPCA and other international parenting matters;
- Preparation of outgoing return and access applications under the 1980 Hague Convention and applications under the Bilateral Agreements with Egypt and Lebanon;
- Appropriate internal referrals to ISS Australia's Social Work and Mediation services;
- Liaising with Commonwealth Government stakeholders;
- Provision of training and information about IPCA and the 1980 Hague Convention to professionals, government and non-government organisations.

We offer a flexible work environment, above award wages, salary packaging, access to an Employee Assistance Program and workplace health and wellness activities.

About you

The ideal candidate will:

- Have a NSW practising certificate, not subject to supervision;
- Have at least two years' experience in family law;
- Excellent verbal and written communication skills;
- Excellent legal drafting skills;
- Be looking for flexible working conditions and above award rates;
- Be keen to assist people in times of considerable personal distress.

National Office
Level 2, 313-315 Flinders Lane
Melbourne Vic 3000
Australia

T: (+61) 3 9614 8755
F: (+61) 3 9614 8766
Toll Free: 1300 657 843
E: iss@iss.org.au

We are looking for someone who is warm and professional, who is able to work collaboratively in a multidisciplinary team and is able and open to learning quickly and continuously.

NSW Office
Suite 501, 80 William St
Woolloomooloo NSW 2011
Australia

T: (+61) 2 9267 0300
E: issnsw@iss.org.au

www.iss.org.au

About us

International Social Service (ISS), Australia's Legal Service focuses on international parental child abduction law and the 1980 Hague Convention. The service was established in 2012 and is funded by the Commonwealth Attorney-General's Department. The Legal Service is comprised of two lawyers in our Melbourne Office and two lawyers in our Sydney Office.

ISS Australia is a non-governmental, not for profit organisation providing inter-country casework services to families separated by international borders, with a special emphasis on the rights and interests of children. Our National Office is in Melbourne with a smaller office in Sydney. We form part of the ISS international network represented in over 130 countries worldwide. For further information about ISS Australia, see our website www.iss.org.au.

How to apply for this job

Please review the position description.

Applications must include:

1. A current CV with the contact details of two professional referees
2. A cover letter setting out how you meet the requirements of the role set out in the position description

Applications due 5.00pm 1 June 2018.

Lawyer, Position Description

Part-time (0.8 FTE) role

Position location: ISS Australia NSW Office (Sydney)
Supervised by: Manager, Legal Service
Document created: 7 May 2018

1. ISS AUSTRALIA

International Social Service (ISS) Australia is an independent not-for-profit organisation providing legal, social work and mediation services to families and children in Australia affected by cross border issues. ISS Australia is a member of the global ISS network, established in Geneva in 1924 and now represented in over 100 countries worldwide.

ISS Australia currently employs 23 staff located in our National Office in Melbourne and the NSW Office in Sydney with co-locations in Brisbane, Perth and Adelaide. Volunteers, interns and students on placement play important supporting roles.

For further information on ISS Australia visit our website at www.iss.org.au.

2. LEGAL SERVICE

ISS Australia's Legal Service was established in March 2012 with funding from the Commonwealth Attorney-General's Department. It employs two lawyers in Melbourne and two in Sydney.

The Legal Service deals primarily with International Parental Child Abduction (IPCA). Services include an advice line, preparation of documents under the *1980 Hague Convention on the Civil Aspects of International Child Abduction* (the Hague Convention), IPCA training and research.

3. THE ROLE

ISS Australia is seeking a part-time (0.8 FTE) Lawyer, to be based in ISS Australia's NSW Office. The position reports to the Manager, Legal Service, based in the NSW Office.

Area of responsibility	Associated Tasks
Legal Services	<ul style="list-style-type: none"> • Provide clients with information and advice about prevention and recovery of children affected by IPCA. This includes abduction to Hague Convention and non-Hague Convention countries. • Liaise with clients and draft documents related to Hague Convention applications • Facilitate the execution and filing of Hague Convention applications with the Commonwealth Central Authority • Supervise legal interns and volunteers
Referral	<ul style="list-style-type: none"> • Advise clients about relevant ISS Australia services, including IPCA social work support and international family mediation, and make referrals where appropriate
Liaison	<ul style="list-style-type: none"> • Liaise with the Commonwealth and State / Territory Central Authorities, and other government and non-government bodies, as required to ensure effective delivery of the service
Data and report writing	<ul style="list-style-type: none"> • Maintain up-to-date and accurate quantitative and qualitative data, in agreed formats, on services provided to IPCA clients • Prepare periodic reports on service delivery and other service-related issues for the funding body and as directed
Service representation and promotion	<ul style="list-style-type: none"> • At the direction of the Manager, Legal Service, represent the service in a range of networks, forums and meetings

	<ul style="list-style-type: none"> Proactively promote the service to key networks in the government and non-government sectors
Research and advice	<ul style="list-style-type: none"> Undertake research, prepare papers and provide advice on IPCA related matters as directed by the Manager, Legal Service
Legal advice and assistance	<ul style="list-style-type: none"> Within your expertise, provide occasional advice and assistance on other legal matters as directed by the Manager, Legal Service
Other duties	<ul style="list-style-type: none"> Work cooperatively with all ISS Australia staff members, students and volunteers to contribute to a positive and supportive work environment Undertake other duties in keeping with the position's level of responsibility, as directed by the Manager, Legal Service or the Executive Director of ISS Australia

4. EMPLOYMENT CONDITIONS

The position is 0.8 FTE ongoing, subject to funding. A three-month probationary period applies.

Salary will be fixed with the successful applicant, at a competitive, above-Award rate for the not for profit sector. Salary packaging is offered in accordance with ATO regulations for FBT-exempt charities and ISS Australia's policies.

Other employment conditions are according to the National SCHCADS Award.

5. KEY SELECTION CRITERIA

Mandatory qualifications

- An Australian Practising Certificate, not subject to supervised legal practice restrictions

Essential experience and skills

- A minimum of two years' experience in family law
- Excellent written communication, including the ability to draft complex affidavits
- Highly developed interpersonal skills including the ability to relate well to a wide range of clients from diverse backgrounds
- Proven ability to liaise, develop and maintain effective relationships and work productively with a wide range of government and non-government agencies
- Excellent organisational and time management skills and the ability to deal effectively with competing priorities
- Ability to work well both independently and as part of a multidisciplinary team

Desirable experience and skills

- Knowledge of the international Conventions of the Hague Private Conference on International Law, particularly the 1980 Hague Convention
- Demonstrated empathy with ISS Australia's vision and mission and with adoption and promotion of a child rights framework
- Experience working in the not for profit or community sectors

6. APPLICATIONS

Applications must include:

- A current CV with the contact details of two professional referees
- A cover letter setting out how you meet the requirements of the role set out in the position description

Applications should be addressed to Ms Rebecca Chapman, Manager, Legal Service and emailed to: rebecca.chapman@iss.org.au by 5.00pm, Friday 1st June 2018.

For further information or questions, please contact Rebecca Chapman on (02) 9267 0300 or rebecca.chapman@iss.org.au.