

Position Title:	Lawyer, Self Representation Service, Federal Courts
Reports to:	Senior Lawyer, Self Representation Service, Federal Courts
Date:	October 2018

SUMMARY

1. To undertake work as directed by the Senior Lawyer, Self Representation Service.
2. To assist the Senior Lawyer in the management of the Service at the Federal Court and Federal Circuit Court of Australia.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Receive applications from potential clients of the Service and undertake assessment of their eligibility for assistance.
2. Make appointments for clients with volunteer solicitors and liaise with volunteer solicitors as necessary to ensure conflict checks are undertaken and all documents and material are sent to volunteers in a timely manner.
3. Conduct casework, staff appointments (in instances when volunteers aren't available) and draft correspondence and briefs to volunteer solicitors.
4. Assist with the supervision of casework conducted by the Service paralegal, volunteer lawyers, clinic students and student volunteers.
5. Make referrals to LawRight member firms and barristers in collaboration with the Pro Bono Connect Service staff.
6. Refer clients to other appropriate agencies for assistance when legal remedies are not available.
7. Assist the Senior Lawyer to liaise with the courts and other agencies involved in assisting self-represented litigants, including by attending regular meetings and running information sessions.
8. Assist the Senior Lawyer to ensure volunteer support, including liaising with partner law firms.
9. Assist with the coordination of induction and training of volunteer lawyers and student volunteers, including developing training materials and contacting speakers to present training.
10. Assist with the development and maintenance of legal resources for the Service at the Federal Courts.
11. Conduct research on issues relating to Federal Court procedures, and on substantive areas of law relevant to the Federal Court jurisdiction.
12. Assist with the reports to the LawRight management committee, LawRight newsletter items, annual report and other marketing material including articles for publication.
13. Assist to develop and implement an operational plan for the ongoing operation and evaluation of the Federal Court SRS, including a strategic framework for file and case management using all Federal Court SRS resources, including staff, volunteers, LawRight members, information, casework and referral resources.
14. Participate in the general activities of LawRight and assist with the general running of the LawRight office.

15. Undertaking other tasks as requested by the Senior Lawyer.

SUPERVISION RESPONSIBILITIES

Supervise relevant staff, volunteer lawyers, and student volunteers and ensure maintenance of LawRight values and professional standards by all team members.

EXPERIENCE, SKILLS & ABILITIES

To perform this role successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, skills and abilities required.

1. Knowledge of Federal Court rules and procedures, or the ability to rapidly acquire such knowledge.
2. Litigation experience an advantage.
3. High level oral and written communication skills.
4. High level organisational and computer skills.
5. Flexibility and initiative suitable for working in a team environment with limited resources.
6. Strong commitment to access to justice and compassion for marginalised and vulnerable members of society and an interest in issues confronted by self-represented litigants.

FORMAL QUALIFICATIONS

Admitted as a solicitor of the Supreme Court of Queensland or capable of immediate admission. Entry in the Register of Practitioners kept in the High Court of Australia

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES include the following:

1. working in a healthy and safe manner;
2. encouraging others to work in a healthy and safe manner;
3. discouraging others from working in an unsafe manner;
4. co-operating with, supporting and promoting occupational health and safety in the workplace; and
5. reporting or rectifying all potential and actual workplace hazards, injuries, incidents and health concerns that come to your attention.

ENVIRONMENTAL IMPACT RESPONSIBILITY

Ensure the environmental impact LawRight has is minimised where possible and use LawRight resources effectively to achieve this.