
Policing Family Violence Solicitor

Position Description

1. Overview of Flemington Kensington Community Legal Centre Inc.

The Flemington & Kensington Community Legal Centre Inc. (FKCLC) seeks to ensure that people in the community have equal access to justice. We provide free legal advice and casework service to community members, community legal education to groups and local agencies, a migration advice service and a specialist Police Accountability Project which advocates for victims of human rights abuses by police.

About the FKCLC Police Accountability Project

The Police Accountability Project (PAP) is a state-wide specialist and innovative legal practice located within the Flemington & Kensington Community Legal Centre, taking the lead in police accountability law and strategies. By providing victim centered remedies, strategic litigation, evidence based research, community support, policy and law reform, the Police Accountability Project aims to drive the political, cultural and systemic change required for true police accountability.

About the Policing Family Violence Project

The *Policing Family Violence: Changing the Story* project will drive collaborative, sector-based advocacy for law reform and police accountability. It combines legal assistance and support directly to family violence survivors experiencing police duty failures, documenting evidence and multi-level strategic advocacy. It is funded by a grant from the Integrated Services Fund 2018-19.

2. Purpose of the Role

The *Policing Family Violence Solicitor* was established to provide comprehensive casework and legal support to family violence survivors experiencing police accountability issues. The *Policing Family Violence Solicitor* will act as a point of contact for client intake, support and work to meet the legal needs of the client as they related to police duty failures or police accountability. This includes negotiating with police, running Intervention Order matters in court and potentially criminal defence work. The solicitor plays a central role in communicating with partner organisations, working group members, community members and others while contributing to the smooth organisation and administration of the project.

The *Policing Family Violence Solicitor* will be a committed lawyer with a passion for systemic and survivor-centric advocacy and social change, and will ensure that the project remains in line with the overall objectives of supporting survivors in achieving police accountability.

The *Policing Family Violence Solicitor* works closely with the *Advocacy & Law Reform Officer* and the Police Accountability team to monitor the ongoing progress of the project, address any issues or challenges as they arise and ensure the overall success of the project.

3. Employment Conditions

Hours and contract

This is a four-day (0.6EFT or 22.5 hour per week) part-time contract position for 12 months. Days and hours of work are negotiable and will require flexibility and include some out of hours work.

Family friendly, flexitime and time in lieu arrangements are available. The position is a 12 month contract with intention to extend for a second year determined by funding.

Salary

\$83,558 (pro rata), employer funded superannuation (9.5%) and the benefits of tax-free salary packaging (up to \$16,000).

Award

Conditions are currently based on the [SCHCDS Modern Award 2010](#) and the Victorian Community Legal Centres Multiple Business Agreement 2010-2011.

Superannuation

The *Superannuation Guarantee Act* provides for 9.5% compulsory superannuation payments to be paid by your employer in addition to your wages into an approved scheme.

Location

Based in Kensington. Melbourne metropolitan.

This position will require some travel to attend meetings, court hearings, outreach, training etc. Travel costs will be reimbursed. If a private car is used then comprehensive insurance is required.

Characteristics of this role

The Centre operates under a flat staffing structure and all employees receive wage parity. All staff contribute to decision making, planning and policy development via staff meetings and exercises some managerial responsibilities for the centre.

The *Policing Family Violence Solicitor* is a specialist role under the supervision of the *Police Accountability Principal Solicitor*, working collaboratively with a sector-based working group and with limited direction while also assisting in the development of operational policies and practices.

8. Responsibilities

- Provide family violence legal support, advice and/or representation to clients. This will include direct advocacy with police, court appearances and handling police complaint files,
- Provide advocacy support to family violence survivors experiencing police duty failures and/or police accountability issues. This will include intake, advocacy and referrals;
- Contribute to, inform and drive collaborative sector advocacy to improve police accountability and achieve better outcomes for survivors;
- Work closely with the Advocacy & Law Reform Officer to support survivors undertaking media and public advocacy;
- Assist with the facilitation and administration of a sector working group on police accountability in family violence, including sharing responsibility for scheduling and chairing meetings, preparing meeting agendas, minutes/record keeping and working group communication;
- Liaise regularly with key project partners, including on client referrals, trends and key findings from the work;
- Maintain a database of contacts;

- Attend FKCLC staff and Police Accountability Team meetings.

Organisational relationships

- Work within the Police Accountability Project team closely with the *Advocacy & Law Reform Officer* and *Police Accountability Principal Solicitor* as well as other staff, steering committee and partner agency staff;
- Supervise volunteers.

Extent of authority

- This position exercises a high degree of autonomy;
- Manages their own work area and shares numerous managerial functions with staff team.

9. Requirements of the position: (Selection Criteria)

Skills, knowledge, experience

- 1) At least 2 years post-admission experience in legal casework including criminal law and family violence (and eligibility for a unrestricted Victorian Practising Certificate);
- 2) Strong and demonstrable commitment to family violence prevention, police accountability, social justice, community development and the aims of the Police Accountability Project;
- 3) Demonstrated understanding of and an ability to practice feminist and trauma-informed approaches when working with survivors of family violence;
- 4) Ability to manage a number of key external relationships and to work in collaboration with a range of stakeholders;
- 5) Excellent interpersonal and communication skills;
- 6) Strong writing/editing/research skills;
- 7) Knowledge and experience in working with vulnerable or disadvantaged clients and culturally diverse communities, particularly those of refugee and migrant backgrounds;
- 8) Ability to control and coordinate work area, with high levels of reliability, set priorities, work with limited direction and seek support when required;
- 9) Demonstrated computer skills within a legal practice environment.

Pre-requisites

- A tertiary legal qualification with substantial experience

Desirable (but not essential)

1. Previous experience in the Community Legal Sector;

Please note that Indigenous or CALD candidates are strongly encouraged to apply, as are people with lived experience of family violence and/or the police complaints system.

Additional Information

- Only applications addressing the key selection criteria will be considered
- Responses to key selection criteria are to be **no more than 2 pages** in length

If additional information is required contact

10. How to Apply

All applications must address the selection criteria and include a current CV.

Reference Checks

Three referees will be required. Each referee must be in a position to comment knowledgeably about the applicant's recent work performance. Personal referees are not appropriate.

Additional Information

If additional information is required contact Anthony Kelly, Executive Officer, on 03 9376 4355.

Applications

Applications should be marked as confidential and submitted via:

Post

Anthony Kelly
Executive Officer
Flemington Kensington Community Legal
Centre
PO Box 487 Flemington
3031

Hand Delivery

22 Bellair Street
Kensington

Fax 03 9376 4529

Email ceo@fkclc.org.au

Closing Date: 9.00am Thursday 18th April, 2019

Policing Family Violence Solicitor's signature		Date	
Executive Officer's signature		Date	