



**Homeless Persons' Legal Clinic
Lawyer (1.0 EFT)**

Recruitment Pack

SECTION 1: INTRODUCTION

PILCH is a leading Victorian, not-for-profit organisation which is committed to furthering the public interest, improving access to justice and protecting human rights by facilitating the provision of pro bono legal services and undertaking law reform, policy work and legal education.

In carrying out its mission, PILCH specifically seeks to address disadvantage and marginalisation in the community, affect structural change to address injustice, to foster a strong pro bono culture in Victoria and to increase the pro bono capacity of the legal profession. Since its inception in 1994, PILCH has provided free legal assistance to eligible not-for-profit organisations by leveraging the pro bono services of law firms, academics and barristers. PILCH aims to support and enhance the work done for and on behalf of the community by such organisations, which typically function with limited resources, by providing access to quality legal services.

PILCH delivers pro bono legal services through six schemes: the Public Interest Law Scheme, the Homeless Persons' Legal Clinic, PilchConnect, Seniors' Rights Victoria (in partnership with others), the Law Institute of Victoria Legal Assistance Scheme and the Victorian Bar Pro Bono Scheme.

PILCH is an innovative collaboration of private law firms, corporate legal departments, the Victorian Bar, the Law Institute of Victoria, community legal centres, and university law schools.

PILCH Homeless Persons' Legal Clinic (HPLC)

The HPLC is a project of PILCH and provides free legal assistance to, and advocacy on behalf of people who are homeless or at risk of homelessness. Legal services are provided at 14 crisis accommodation centres and welfare agencies so as to encourage direct access by clients. Host agencies include Anglicare, Melbourne Citymission, Hanover, Homeground, the Salvation Army, the St Vincent de Paul Society, the Big Issue, Urban Seed and the Victorian Association for the Care and Resettlement of Offenders.

The HPLC is staffed by pro bono lawyers from participating law firms and legal departments, including Allens Arthur Robinson, Baker & McKenzie, Clayton Utz, Corrs Chambers Westgarth, DLA Phillips Fox, Freehills, Harwood Andrews, Mallesons Stephen Jaques and Minter Ellison. Each firm is responsible for the provision of services at one or two locations on a weekly basis.

In addition to delivering direct legal services, the HPLC also aims to use the law to promote, protect and realise the human rights of people experiencing homelessness; to redress unfair and unjust treatment of people experiencing homelessness; and to reduce the extent to which homeless people are disadvantaged and marginalized by the law. To these ends, it undertakes extensive law reform work, public policy advocacy and community legal education. In 2005, the Clinic was conferred the Australian Human Rights Law Award in recognition of its contribution, and in 2009 it received the prestigious Melbourne Award for Contribution to Community.

SECTION 2: POSITION DESCRIPTION

Job Title:	Homeless Persons Legal Clinic (HPLC) Lawyer
Purpose:	The HPLC Lawyer will play an active role in all aspects of the work of the HPLC, including HPLC's casework and policy and law reform priorities.
Position in organisation:	The HPLC Lawyer reports to the HPLC Manager and PILCH Executive Director.
Terms:	<p>Employment at PILCH is governed by the PILCH Staff Agreement 2008 (copy available upon request). The following key terms are applicable to this appointment:</p> <ul style="list-style-type: none">• The salary is \$66,518 - \$69,290 depending on experience, plus 9% statutory superannuation. PILCH has PBI status and generous salary packaging options are available• The hours are 37.5 per week to be worked 9 am to 5.30 pm Monday to Friday (with one hour for lunch)• The entitlement to annual leave is 4 weeks paid for each completed year of service• Appointment will be subject to satisfactory completion of a 3 month probationary period and subject to ongoing funding. <p>Applications for part-time work will be considered. This position is suitable for job share.</p>
Job location:	The position is office based. PILCH is located at Level 17, 461 Bourke Street, Melbourne VIC 3000.

Duties and Responsibilities:

- Undertake, support and supervise HPLC casework, including providing guidance to HPLC volunteer lawyers and responding to legal inquiries from HPLC clients
- Undertake policy and law reform work, including producing high quality responses to Local, State and Federal Government consultation exercises and providing policy input into the case work of the HPLC
- Actively participate in the HPLC's promotional and marketing activities, including by representing the HPLC in a range of public forums, the media and by contributing to internal and external publications

- Assist with facilitating and preparing training programs and sessions for pro bono lawyers and other stakeholders in relevant areas of law
- Develop and maintain collaborative relationships with key stakeholders of the HPLC, in particular policy and law reform entities in the government, community and private sectors
- Assist the HPLC Manager, the PILCH Executive Director and the PILCH Board with the ongoing operation and development of the HPLC, including fundraising and governance
- Assist with the operation of the HPLC's Consumer Advisory Group and the supervision of secondees and volunteers working for the HPLC
- Perform other duties as directed and necessary to the proper performance of the role

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of PILCH and the HPLC.

SECTION 3: SELECTION CRITERIA

Criteria	Essential/Desirable
Competencies	
<ul style="list-style-type: none"> Qualified solicitor or barrister eligible to hold a legal practising certificate 	Essential
<ul style="list-style-type: none"> Proficiency in Microsoft Office 	Essential
Experience	
<ul style="list-style-type: none"> Minimum two years post admission experience 	Essential
<ul style="list-style-type: none"> Experience in policy and law reform work 	Desirable
<ul style="list-style-type: none"> Experience delivering training and/or public speaking 	Desirable
Knowledge, skills and abilities	
<ul style="list-style-type: none"> Knowledge of the legal and pro bono sectors in Victoria 	Essential
<ul style="list-style-type: none"> Excellent understanding of the legal issues commonly faced by people experiencing homelessness and a working knowledge of at least one of the following areas of law: infringements, social security, housing and tenancy, consumer rights 	Essential
<ul style="list-style-type: none"> Excellent communication skills, both written and oral 	Essential
<ul style="list-style-type: none"> Ability to foster good working relationships with a wide variety of stakeholders, including HPLC clients 	Essential
<ul style="list-style-type: none"> Experience conducting Magistrates Court, VCAT and/or Commonwealth tribunal matters 	Desirable

OTHER RELEVANT INFORMATION

- PILCH is an Equal Opportunity Employer and maintains a smoke free work environment.
- For further information on the HPLC visit www.pilch.org.au/hplc/

SECTION 4: RECRUITMENT PROCESS

The guidance set out below will assist you to complete your application and to understand the recruitment process. You can direct questions about the position and/or application process to the Office Coordinator, TJ Riddell on 8636 4411 or by email to tj.riddell@pilch.org.au.

1. Your application should include a CV, covering letter and a statement addressing each of the selection criteria.
2. Applications are due on **23 February 2010** and should be submitted to: Executive Director, PILCH, PO Box 16013, Collins Street West VIC 8007, or online at www.pilch.org.au/jobs/. You will receive an email acknowledging your application. Please supply an email address even if submitting your application by post.
3. After the closing date, applications will be assessed by the panel and those candidates who best match the criteria will be short listed for interview.
4. Short listed applicants will be contacted by phone to arrange interview times. Details of the interview (location, members of panel etc) will be confirmed by email. Applicants who have not been short listed will be notified by letter. Due to our limited resources we are unable to provide feedback on applications.
5. Interviews will take place in late February / early March 2010. The interview panel will be made up of two or three people who will each ask questions. All candidates are asked a uniform set of questions and may also be asked follow up questions to clarify or expand on individual answers. The questions are intended to allow you to expand on your application and to demonstrate to the panel how far you meet the essential and desirable requirements of the post. At the end of the interview candidates will also have an opportunity to ask questions about the job, conditions of service etc.
6. Once all interviews have taken place, short listed applicants will be contacted and informed of the outcome either by email or phone and offered the opportunity to receive feedback.