



**Victorian Bar Pro Bono Scheme
Administrator
(Full Time)**

Recruitment Pack

SECTION 1: INTRODUCTION

Public Interest Law Clearing House (PILCH)

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. PILCH delivers pro bono legal services through six schemes: Victorian Bar Pro Bono Scheme, Public Interest Law Scheme, Homeless Persons' Legal Clinic, PilchConnect, Seniors' Rights Legal Clinic and the Law Institute of Victoria Legal Assistance Scheme. PILCH is co-located with the Human Rights Law Resource Centre (HRLRC), Australia's first specialist human rights legal service.

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 is staffed by a dedicated team of around 30 staff, secondees and volunteers. PILCH's annual budget is approximately \$1.5 million and it receives funding from its members and a variety of government and non-government sources.

Victorian Bar Pro Bono Scheme (VBPBS)

The Victorian Bar Pro Bono Scheme (VBPBS), an initiative of the Victorian Bar, provides referrals for pro bono advice and representation in cases which call for the retainer of a barrister. VBPBS relies upon more than 500 Victorian barristers who have indicated a willingness to accept instructions on pro bono basis.

VBPBS has been administered by PILCH since June 2000. Whilst VBPBS maintains its distinct identity, the alliance between PILCH and VBPBS ensures a more efficient, coordinated approach to providing pro bono assistance. Notably, the Law Institute of Victoria Legal Assistance Scheme is also co-located at PILCH, providing ease of cross-referrals between pro bono barristers and solicitors.

VBPBS was established in order to assist people whose matters have merit but would not otherwise be heard due to a lack of funds to pursue the cases. VBPBS is not a substitute to legal aid, and applicants are required to have unsuccessfully sought legal assistance from Victoria Legal Aid. Furthermore, applicants to VBPBS are required to have previously sought assistance from community legal centres or no-win-no-fee firms wherever possible.

Matters referred to barristers cover diverse areas of law including family, crime, immigration, contract, tort, personal injury, employment, debt recovery, tenancy and discrimination.

SECTION 2: POSITION DESCRIPTION

Job Title:	Victorian Bar Pro Bono Scheme (VBPBS) Administrator
Purpose:	The VBPBS Administrator provides essential administrative support to the Manager and solicitors of VBPBS and other staff and secondees working on referrals to barristers.
Position in organisation:	The VBPBS Administrator is employed by PILCH and is accountable to the Manager of VBPBS
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 \$46,371 per annum payable on a pro rata basis plus statutory superannuation. PILCH has DGR status and generous salary packaging options are available.• The ordinary hours of work for are 37.5 per week. Office hours are 9.00 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.• Employment is ongoing subject to funding.
Job location:	The position is office based. PILCH is located at Level 17, 461 Bourke Street, Melbourne, 3000.

Duties and Responsibilities:

Administrative systems and support

- Maintain and update administrative systems, policies and procedures for VBPBS
- Perform a range of administrative duties, including managing incoming and outgoing communications, including telephone calls, emails and mail and arranging retrieval of VBPBS' files from archives

Legal practice

- Make inquiries by telephone, email and mail and maintain a record of same, with the assistance of PILCH volunteers. For example, the Administrator will ensure that for each new inquiry:
 - an inquiry sheet is completed
 - the details of the inquiry are recorded on the client database and provided to the assigned VBPBS solicitor
 - a standard letter and application form is sent to the applicant, and a file opened, if necessary.
- Speak with applicants for assistance about their matters, including the gathering of further information and provision of updates about the status of applications
- Assist the VBPBS Manager and solicitors with the referral of applicants for assistance to Counsel or to other appropriate agencies
- Perform regular reviews of files
- Draft other file correspondence as required by VBPBS.

Maintenance of pro bono volunteers register

- Ensure lists of pro bono barristers are kept up-to-date and in a format accessible to PILCH staff, in consultation with the Victorian Bar
- Ensure the list of matters referred to barristers is kept up-to-date.

Scheme Promotion

- Create and place notices in Victorian Bar and PILCH publications
- Assist with organising conferences, seminars, training and pro bono functions run by VBPBS

- Provide information on VBPBS to prospective barrister volunteers, prospective clients and other relevant stakeholders, including the courts, community legal centres and other agencies.

Board reporting

- Provide statistics to the Manager for use in Scheme reports to the PILCH Board and the Victorian Bar Pro Bono Committee and its various Subcommittees, and for use in the PILCH and Victorian Bar Annual Reports;
- Assist the Manager with the composition and distribution of these reports as requested.

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 VBPBS and PILCH.

SECTION 3: SELECTION CRITERIA

Criteria	Essential/Desirable
Competencies	
<ul style="list-style-type: none"> High level proficiency in Microsoft Office (including Word, Excel and Outlook) and databases 	Essential
Experience	
<ul style="list-style-type: none"> Experience in providing administrative support (paid or unpaid) 	Essential
<ul style="list-style-type: none"> Experience working in a legal environment (paid or unpaid) 	Essential
Knowledge, skills and abilities	
<ul style="list-style-type: none"> An interest in access to justice and human rights issues and a commitment to PILCH's objectives and values (see www.pilch.org.au/about/) 	Essential
<ul style="list-style-type: none"> Ability to communicate clearly and concisely (written and verbal) 	Essential
<ul style="list-style-type: none"> Ability to work well under pressure, use initiative and appropriately prioritise competing demands 	Essential
<ul style="list-style-type: none"> Ability to work diligently at all times without close supervision and with attention to detail 	Essential
<ul style="list-style-type: none"> Excellent interpersonal skills, including an ability to relate well to people from a wide variety of backgrounds on the telephone and in the office 	Essential

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 TJ Riddell, Office Co-ordinator 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 **9 March 2010** and should be submitted to: Executive Director, PILCH, PO Box 16013, Melbourne 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. The interview panel will be made up of two or three people who will each ask questions. 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.