



Position Description – Criminal Lawyer

Position:	Criminal Lawyer
Reports to:	Principal Legal Officer – Criminal Lawyer
Salary:	Level 3.1 – 3.7: \$60,540 to \$76,170 dependent on experience (SCHADS Modern Award Level 4)
Location:	Preston This position may require regional and interstate travel
Employment type:	Full-time

About us

We were established as a community controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.



The Tasmanian operation was established in 2015, the Tasmanian Aboriginal Community Legal Service (TACLS), a semi-autonomous operation for Tasmania.

About the team

This section is responsible for delivering client focussed quality services for Aboriginal Victorians in contact with the justice system.

Legal and Client Services are co-located in this unit to drive an integrated, flexible and innovative approach to meeting client needs.

The section liaises and networks with other Aboriginal organisations and works with stakeholders to reduce negative contact Aboriginal people have with the justice system.

In conjunction with Executive and Corporate Services this section also advocates for improved justice outcomes and prepares specialist advice on legislation change.

The Director, with the PLOs ensures all legal standards and CLC Risk Management guidelines are met.

The PLO Tasmania Aboriginal Community Legal Service reports direct to the CEO but maintains a functional relationship with this section to ensure collegiate and professional support for delivery of high quality legal services.



About the position

Overview

Criminal Lawyers are to provide high quality legal services, including duty lawyer services, representation, advice and information in criminal law matters to members of the Aboriginal and Torres Strait Islander community in Victoria.

Key Performance Indicators, Duties & Responsibility

1. Under the supervision of the Senior Criminal Lawyers and the Executive Officer Legal Practice, appear with leave as an advocate in various courts including the Children's Court Criminal Division, Magistrates Court, County Court and Koori Courts in order to represent clients of VALS in criminal matters.
2. Under the supervision of the Senior Criminal Lawyers and the Legal Practice Manager, deliver a quality legal service by conducting casework in criminal law matters for members of the ATSI community.
3. Participate in the on call after hours roster and Under the supervision of the Senior Criminal Lawyers and the Executive Officer Legal Practice provide emergency advice to members of the ATSI community in Victoria. Further, ensure all VALS clients are represented whilst in custody.
4. Participate in community legal education projects, law reform and other VALS projects as required.
5. Participate in case-planning meetings with the criminal law section weekly.
6. Contribute to the collaborative relationship between Victoria Legal Aid and other community organizations with whom VALS interacts.
7. Keep up to date with relevant legal developments and procedures by attending professional legal education programs and maintain an understanding of issues impacting the justice system and members of the Aboriginal and Torres Strait Islander Community.
8. You will be required to travel across Victoria to deliver services to the ATSI community. Sometimes this travel will occur outside of usual business hours

Key Selection Criteria

1. Admitted or eligible for admission as a legal practitioner in Victoria.
2. Experience of or understanding of the role of a caseworker and advocate in criminal law matters.



3. Knowledge of the law and court procedures with a focus on the criminal law jurisdiction.
4. Sound interpersonal skills and the capacity to communicate effectively with members of the Aboriginal and Torres Strait Islander community.
5. A commitment to and understanding of the legal issues faced by members of the Aboriginal and Torres Strait Islander Community in Victoria.
6. The ability to work collaboratively with others and to foster a co-operative and supportive team environment.
7. A knowledge of the principles and values of the Victorian Aboriginal Legal Service.
8. Basic competency in the use of MS Office Software (particularly MS Word, Excel, E-mail) to a legal practice and the capacity to quickly acquire competency in the use of VALS' client data base.

Key Capabilities

1. Anticipates, plans and prioritises work – manages competing demands
2. Seeks to continuously improve the way things are done – thinks creatively
3. Engages with colleagues, stakeholders and clients to identify areas for improvement
4. Develops creative methods for addressing challenges and opportunities
5. Seeks and willingly accepts feedback
6. Seeks assistance where required
7. Reasons through ethical concerns, makes sound decisions that observe duties and obligations
8. Ensures files are up to date, easily accessible to others

How to apply

Please submit your application to jobs@vals.org.au, using the subject line: **Criminal Lawyer**.

Please include:

- Cover letter outlining who you are and why you are suited to this position
- Statement addressing the key selection criteria
- CV, including education and training, professional experience and two referees.

Applications submitted without a statement addressing the key selection criteria will not be accepted.



Acceptance

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____