

<b>Position Title</b>	Graduate Lawyer
<b>Location</b>	Queensland Advocacy Inc. Level 2, 43 Peel Street, South Brisbane, Meanjin Qld 4101
<b>Industrial Instrument</b>	Social, Community, Home Care & Disability Services Industry Award 2010 (SCHDS Award)
<b>Classification</b>	Level 4
<b>Full Time/Part Time</b>	Full Time Fixed Term to 30 June 2022
<b>Position Reports to</b>	Principal Solicitors



**Queensland Advocacy  
Incorporated**

Advocacy for people with disability.

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## 1. Queensland Advocacy Incorporated Values

The appointee to this position will have a commitment to Queensland Advocacy Inc (QAI) to promote and implement the values and philosophies of the organisation when conducting activities and actions related to their position.

## 2. Organisational Context

QAI is an independent, community-based advocacy organisation for people with disability. QAI's mission is to promote, protect and defend, through advocacy, the fundamental needs, rights and lives of the most vulnerable people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

- taking positive, ethical action,
- being on the side of people with disability,
- being understanding of their position and vulnerability,
- being independent with minimised conflicts of interest,
- focussing on fundamental needs, welfare and interests,
- doing advocacy with vigour and a sense of urgency,
- remaining loyal and accountable over time.

People involved with QAI therefore believe that people with disability:

- are as valuable as any other human beings, regardless of what they can or cannot do,
- need to live well and have the same opportunities in life as other people,
- are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities,
- should not be segregated, congregated or isolated on the basis of disability.

*QAI's mission is to advocate for the protection and advancement of the needs, rights and lives of people with disability in Queensland.*

### 3. Position Statement

The Graduate Lawyer will provide support to QAI's Advocacy Practices and administration team, under the supervision of the Principal Solicitors. The Graduate Lawyer will provide a high standard of information, referral and assessment to clients and organisations contacting QAI and is responsible for undertaking a wide range of client and administrative support duties, in line with the changing strategic and operational requirements of the organisation to deliver quality services to our community.

#### ***Key Position Responsibilities and Accountabilities:***

- Accept referrals from relevant stakeholders and take bookings for client advice appointments and/or for representation matters.
- Manage the QAI's solicitors' and advocates' calendars, including booking client advice appointments and representation matters.
- Open client files, including performing intake and taking initial client instructions, entry into the client management database, preparation of hard copy and electronic files and opening file correspondence.
- Provide support to QAI's solicitors' and advocates for various matters including assisting with follow up with relevant stakeholders, tribunals, courts and clients as required.
- Assist with QAI's pro bono volunteer solicitor matters as directed, including preparing briefs and liaising with clients and relevant stakeholders.
- Close client files, including liaising with the client post advice or representation and preparation of closing file letter and completing close file procedures to finalise client matters.
- Provision of information and referral in relation to enquiries for assistance.
- Answering telephones and emails and assisting with client intake across QAI's Advocacy Practices.
- Perform relevant aspects of legal and practical research as required.
- Preparation of submissions, court documents and legal correspondence under the supervision of the Principal Solicitors and QAI solicitors and/or advocates.
- At times, providing extended assistance to clients within the scope of QAI's Advocacy

#### ***General:***

- Ensure that client files and records are kept and maintained in accordance with the requirements of the National Association of Community Legal Centre's Risk Management Guide and QAI's policies and procedures, including appropriately utilising CLASS, Queensland Government platforms and Microsoft 365.
- Participate in staff meetings, planning workshops and other meetings in connection with the operation of client services and QAI.
- Undertake training required to perform the above duties.
- General office teamwork and assistance.
- Undertake own word processing and administrative tasks.
- Carry out any additional duties within the scope of the position as directed by the Principal Solicitors.

#### 4. Requirements of the Position:

##### **Values, skills, knowledge:**

- Strong commitment to human rights, social justice and diversity;
- Good knowledge of people with disability and understanding of what makes people vulnerable;
- Exceptional listening and communication skills – particularly the ability to ask the questions that will both encourage and support individuals and assist with planning strategic advocacy;
- Comply with the code of conduct and ethics and confidentiality requirements of QAI and with the National Disability Service Standards; and
- Ability to work with supervision and within organisational policy.

##### **Relationships:**

- Ability to work independently or collaboratively as part of a team to achieve positive outcomes;
- Ability to work non-confrontationally, yet reason and argue assertively on important issues on behalf of people with disability;
- Excellent written and oral communication skills to a wide variety of audiences, including to people with mental illness, intellectual disability and cognitive impairment; and
- Driven by integrity, responsibility, accountability, attention to detail and pride in work.

##### **Essential:**

- Admitted solicitor with a current Queensland Practising Certificate or eligibility for one;
- Experience as a paralegal, or experience in office administration in a legal environment;
- Strong computer competency and proficient in the use of Microsoft office including, word, excel and outlook;
- Excellent interpersonal & verbal communication skills including the ability to communicate sensitively with clients and other people from diverse backgrounds.
- Attention to detail and highly developed organisational skills to identify priorities, manage workload, and maintain records within a resource-poor community legal service.
- It is a requirement that all practitioners appearing in the MHRT meet the Department of Health Vaccine Preventable Disease (VPD) screening requirements.

##### **Desirable:**

- Previous experience at a Community Legal Centre and/or with the Community Legal Assistance Services System (CLASS), would be advantageous;
- Experience working with people with mental health impairments or disability.
- Knowledge of, or ability to acquire knowledge of the *Mental Health Act 2016* (Qld), *Human Rights Act 2019* (Qld), the *Disability Services Act 2006* (Qld), the *Forensic Disability Act 2011* (Qld), the *Guardianship and Administration Act 2000* (Qld), the *Anti-Discrimination Act 1991* (Qld), the *Disability Discrimination Act 1992* (Cth) and related legislation.
- Current Queensland drivers' licence and ability to travel.