

SOLICITOR PD



tenants queensland inc

TENANTS WORKING TOGETHER

Date: March 2019

TOWNSVILLE SOLICITOR

Position Title: Solicitor
Classification: <i>Level 5</i> of the Community Services and Crisis Assistance Award (State) 2008
Status: 1 x Full Time Fixed Term
Working Hours: 38 hours per week.
Location: Townsville
Salary: (Per the <i>Level 5</i> of the Transitional Pay Equity Order Qld).
Conditions of Employment: As per the Tenants Queensland (TQ) EBA previously lodged in the State Commission.
Reporting to: TQ Senior Solicitor
Accountability: All staff are accountable to the Chief Executive Officer and ultimately to the governance board.
Interdependencies: This position has a strong dependency with the TQ senior Solicitor and QSTARS Legal Officer to ensure consistency in legal services and appropriate intake and referral of clients.
Purpose of the Position: To support and assist in the delivery of expert, accurate and consistent legal services, in particular to assist flood affected renters in the Townsville and NW Queensland region.
Position Approved: March 2019

SOLICITOR PD

Position Title: Solicitor

General Duties:

Work towards achieving the aims of the Tenants Queensland and comply with all organisational policies and procedures.

Participate in the TQ's delivery of tenancy advice, referral and advocacy and general resourcing of tenant advice workers and advocates through the work of the QSTARS program.

Work as a member of a team with other staff and the TQ Chief Executive Officer.

Undertake administrative duties associated with the performance of the position's specific duties.

Other duties as specified by the Tenants Qld Chief Executive Officer, the governance board and or the \TQ Senior Solicitor.

Specific Duties:

Provide legal services including advice and casework, to eligible renters in Queensland with a particular focus on flood affected renters in the Townsville and surrounding areas.

Provide assistance to the senior Solicitor in their delivery of legal services for tenants, including taking on cases as needed.

Work alongside TQ's local QSTARS workers to ensure client needs are optimally managed.

Support TQ's development and delivery of training and community education as requested by the Senior Solicitor.

Provide all services in line with TQ risk management procedures and legal requirements.

Assist TQ to meet its risk management requirements.

Seek guidance from the Senior Solicitor on matters of legislative or procedural interpretation as required.

Report on issues related to flood affected renters in the region.

Selection Criteria:

A commitment to the principles of social justice.

Knowledge of, or ability to rapidly acquire knowledge of:

- Queensland residential tenancy laws and related issues;
- Housing policy issues;
- Sector issues.

Ability to work independently and as a member of a team.

Good conceptual, analytical and organisational skills including case management skills.

Highly developed interpersonal, verbal and written communication skills including computer literacy.

Highly developed skills in legal research.

Ability to efficiently utilise a client information database

Ability to relate to people from different cultural and socio-economic backgrounds.

Must hold or be eligible for a practicing certificate for Solicitors in the State of Queensland.

Desirable:

Ability to travel if required.

Part-time options will be considered.