

CLSP SOLICITOR POSITION DESCRIPTION FINAL



tenants queensland inc

TENANTS WORKING TOGETHER

Date: October 2020

SOLICITOR

Position Title: Solicitor
Classification: <i>Level 5</i> of the Community Services and Crisis Assistance Award (State) 2008
Status: Full Time Fixed Term 12 months
Working Hours: 38 hours per week. (12-months)
Location: Brisbane but consideration will be given to other TQ office locations (Rockhampton/Logan/Gold Coast/Townsville/Cairns)
Salary: Per the <i>Level 5</i> of Community Services and Crisis Assistance Award (State) 2008
Conditions of Employment: As per the Tenants Queensland Inc Enterprise Agreement 2019-2022
Reporting to: Principal 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 Principal 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 tenants experiencing or at risk of domestic violence.
Position Approved: October 2020

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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.

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 Principal Solicitor, the TQ Chief Executive Officer or the governance board.

Specific Duties:

Provide legal services including advice and casework, to eligible renters in Queensland

Ensure that 40% of frontline legal services to client are provided to those experiencing or at risk of domestic violence.

Provide assistance to the Principal Solicitor in the delivery of legal services for tenants.

Support the development and provision of training regarding tenancy law and DFV legislation as required

Develop publications or resources to support service delivery as required, for example, draft letters, QCAT/Tribunal submissions and factsheets.

Support TQ's development and delivery community education as required

Observe TQ risk management procedures and legal requirements.

Assist TQ to meet its risk management requirements.

Identify and report on trends or issues affecting tenants including those experiencing domestic violence.

Selection Criteria:

A commitment to the principles of social justice.

Knowledge of, or ability to rapidly acquire knowledge of:

- Queensland residential tenancy and property laws and related issues;
- Domestic and family violence 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 a high level of 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.

Two years post admission experience