

FLOOD RECOVERY SOLICITOR POSITION DESCRIPTION



Tenants Queensland

[tenants working together](#)

Date: July 2023

Position Title: Flood Recovery Solicitor

Conditions of Employment: Tenants Queensland Agreement 2019-2022

Classification: Level 5

Status: Full Time Fixed Term (part time will be considered) to 30 June 2026

Working Hours: 38 hours per week

Location: Tenants Queensland Head Office, 87 Wickham Terrace Spring Hill, Brisbane (other TQ office locations considered), with work from other sites as needed

Reports to: Principal Solicitor

Accountability:

All staff are accountable to the Chief Executive Officer and ultimately to the governance board.

About Tenants Queensland: TQ was established in 1986 and seeks to represent the interests of all Queenslanders who rent their home including those living in marginal tenures such as caravan parks and rooming accommodation. We pride ourselves in providing specialist advisory services to renters, advocating on behalf of them, and securing improvements to Queensland's residential tenancy laws.

Purpose of the Position: To support and assist in the delivery of expert, accurate and consistent legal services, to assist flood affected renters in Queensland.

Position Approved: July 2023

Key Accountabilities:

- Ensure key performance targets required of the Commonwealth Flood Funded program are met.
- Deliver expert, accurate and consistent advice and casework services with a focus on the needs of renters impacted by floods and natural disasters.
- Ensure services are delivered in line with the organisation's Vision, Purpose and Values.

Specific Duties:

- Provide legal services including information, referral, advice, legal task, ongoing legal assistance services, casework services, community legal education to eligible renters in Queensland with a particular focus on flood affected renters in Queensland.
- Work alongside TQ's workers to ensure client needs are optimally managed.
- Provide all services in line with TQ risk management procedures and legal requirements.
- Comply with all organisational policies and procedures.
- Seek guidance from the Principal Solicitor on matters of legislative or procedural interpretation as required.
- Report on issues related to flood affected renters in Queensland.
- Promote the TQ Natural Disaster and Flood Funded service to the community through community legal education and stakeholder engagement.
- Ensure all data is entered in compliance with funding requirements, counting rules and risk management procedures.
- As requested, provide support to the Principal Solicitor and Legal Services Team in their delivery of legal services for tenants, including taking on cases as needed.

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- Contribute to the development of TQ law reform and policy
- Use the organisation's working relationship with other key agencies, especially QCAT, RTA and other service providers to facilitate referral pathways and improves services to renters.
- Other duties as directed from time to time.
- Undertake administrative duties associated with the performance of the position's specific duties.

Core Capabilities:

- Highly developed verbal and written communication skills, including representation and interpersonal skills with the ability to manage client instructions, expectations and outcomes.
- High level of computer literacy including the ability to use a client information management system.
- Self-motivated, passionate, highly efficient, proactive and professional with a respect for confidentiality.
- A commitment to the principles of social justice.
- Ability to work independently and as a member of a team.
- Good conceptual, analytical and organisational skills including case management skills.
- 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.

Essential Requirements:

- Bachelor of Laws
- Current (or eligibility for) Practising Certificate for Solicitors in the State of Queensland
- A demonstrated commitment to the principles of social justice. Strong capabilities with ICT including database and information systems software
- Excellent communication skills
- Knowledge of or ability to rapidly acquire:
 - Queensland residential tenancy laws and related issues
 - Housing policy issues
 - Sector issues.

Desirable Requirements:

- Ability to travel if required
- Current Queensland drivers' license

Retention of applications and compliance with privacy regulations:

TQ retains applications, resumes, referee reports and related recruitment material for a period of three months from the date of notifying the successful applicant. Thereafter TQ maintains a full record of the successful candidate and only keeps a record of those individuals who applied for the role and who were interviewed along with relevant details of the conduct of the recruitment.

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Acknowledgment for receipt of position description

I have received, reviewed, and fully understand the position description. I also understand I am responsible for the satisfactory execution of the essential functions described therein.

I further understand future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this position description to the satisfaction of Tenants Queensland.

I have discussed any questions I may have had about this position description prior to signing this form and am satisfied with the responses.

Employee name (please print) _____

Employee signature _____ Date _____

Manager's name (please print) _____

Manager's signature _____ Date _____