

LEGAL OFFICER POSITION DESCRIPTION



Date 1 February 2024

Position Title: Legal Officer
Conditions of Employment: Tenants Queensland Inc. Agreement 2019-2022
Classification: Level 6
Status: Full-time, Fixed Term to June 2026
Working Hours: 76 hours per fortnight
Location: Tenants Queensland (TQ) Head Office, 87 Wickham Terrace Spring Hill, Brisbane and other sites as needed
Reports to: Principal Solicitor
Accountability: All staff are accountable to the Chief Executive Officer and ultimately to the governance board.
Key relationships: The Principal Solicitor, the QSTARS Services Delivery Manager, Legal Services Support Worker, Regional Service Coordinators, the QSTARS Expert Support Workers Learning and Development Worker and HUB Community Education Worker
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: This position sits in the legal services team and assists in delivering all legal services with a core focus on the Queensland Statewide Tenant and Referral Service (QSTARS) program. It provides specialist legal skills to support and deliver expert, accurate and consistent legal services, tenancy advice, casework, professional development and community education across the state. Ensuring all work is undertaken with a commitment to the principles of social justice. The position aims to advance the rights of QSTARS eligible people by taking on matters which will deliver informal or formal precedent
Position Reviewed: February 2024
Key Accountabilities: <ul style="list-style-type: none">• Support the Principal Solicitor to meet the key performance targets required of the legal service team with a key focus on the QSTARS program• Apply and strengthen knowledge on tenancy law to drive the provision of high-quality advice, particularly

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in the QSTARS program

- Support the Principal Solicitor to ensure that all information and products are legally correct, with a key focus on the QSTARS program.
- Deliver quality tenancy advice and case work services, including preparation of court documents and submissions
- Support the compliance with all organisational policies and procedures to manage legal risks related to advice services.
- Contribute to the development of TQ law reform and policy
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Specific Duties:

- Deliver legal services directly to clients (including appeals and matters which will progress renters' rights)
- Provide assistance to the Expert Support Workers (and NQSAW) in their delivery of tenancy advice and casework, including taking on cases as needed,
- Work with the Expert Support Workers (and NQSAW) to identify develop tools and maintain precedents to support efficient and consistent service delivery
- Identify emerging client trends.
- Support the Principal Solicitor to ensure that training and community education products are legally correct
- Support the Principal Solicitor to deliver and or develop tenancy law related learning and development resources as required
- Analyse significant tenancy cases and legislative changes for effects on the sector and appropriately disseminate the information through the organisation and our sub-contractors.
- Support the maintenance of the legal precedent register
- Develop precedents to support efficient service delivery as identified and supported by Management Team members
- Seek guidance from the Principal Solicitor on matters of legislative or procedural interpretation as required
- Work with the Principal Solicitor, CEO and QSTARS Service Delivery Manager to ensure that all services meet risk management procedures and legal requirements including the checking and supervision of advice and casework services
- Undertake administrative duties associated with the performance of the position's specific duties
- Undertake other duties as directed from time to time

Core Capabilities:

- Highly developed skills in legal research, legal advice and casework
- Good conceptual, analytical and organisational skills including case management skills
- High level of interpersonal skills, including the ability to negotiate and advocate on behalf of clients
- Highly developed verbal and written communication skills including computer literacy
- Ability to work with people from different cultural and socio-economic backgrounds
- Ability to work independently and as a member of a team

Essential Requirements:

- Bachelor of Laws
- Hold or be eligible to a Practising Certificate for Solicitors in the State of Queensland
- Understanding or demonstrated ability to rapidly acquire knowledge of:
 - Queensland residential tenancy laws and related laws
 - Housing policy issues
 - Sector specific issues

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Desirable:

- Queensland Driver's license
- Unrestricted Practising Certificate for Solicitors in the State of Queensland
- Two years post graduate experience
- Ability to travel if needed

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 _____