

POSITION DESCRIPTION

Position Title:	SOLICITOR	Version:	2.0
Position Reports to:	Manager Pine Rivers Community Legal Service		
Program:	Pine Rivers Community Legal Service		
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)		
Role Level:	Worker	Direct Reports:	No
		Classification Level:	5
Date reviewed:	07/2025	Reviewed by: PRCLS Mgr, HR, CEO	Date next review: 07/2027

ORGANISATIONAL ENVIRONMENT

Encircle Community Services Ltd (Encircle) is the preferred Community Services provider in the City of Moreton Bay. We are a community-owned and operated organisation offering a range of support services and activities directly to families and individuals living in Moreton Bay and the greater North Brisbane area.

Since 1987, we have been committed to developing programs and services that support the wellbeing of community members, to encourage and enable community participation, and respond to identified community issues and needs.

Encircle operates across six sites including Kallangur, Lawnton, Redcliffe, Strathpine, Caboolture and Kedron. We have 80 staff and approximately 85 volunteers. Our programs and activities demonstrate a wide variety of integrated options for the people in our region.

Our Vision:

Our communities will thrive and be resilient by being engaged, connected and supported.

Our Mission:

To be a responsive, adaptive and sustainable organisation to meet the changing needs of our communities.

Pine Rivers Community Legal Service

The Pine Rivers Community Legal Service (PRCLS) is a community legal service which provides free legal advice, information, and referrals as well as community legal education for vulnerable people facing disadvantage in the Moreton Bay and greater North Brisbane area.

PRCLS provides community legal services from the main location at Strathpine and from Caboolture, Redcliffe, Deception Bay, and Kallangur Neighbourhood Centres. Community legal services are also provided at Bribie Island Neighbourhood Centre once a month and at the Family Relationship Centre in Strathpine once a week.

The PRCLS also provides the Domestic and Family Violence Duty Lawyer Service at Pine Rivers Magistrates Court and assists with the Domestic and Family Violence Duty Lawyer service at the Sandgate and Redcliffe Courthouses.

PURPOSE OF ROLE

To provide high quality generalist legal advice, legal information and perform legal tasks, with a focus on issues arising in community law, such as family law and domestic and family violence law consumer law, debt, QCAT matters, traffic offences, and human rights law.

To provide the Domestic and Family Violence Law Duty Lawyer Service as part of a team of Solicitors at the Pine Rivers Community Legal Service.

MAIN DUTIES AND RESPONSIBILITIES

- Provide generalist legal advice, legal information and perform legal tasks.
- Provide family law advice and ongoing family law legal support work.
- Provide the Domestic and Family Law Duty Lawyer service as rostered at the Pine Rivers Magistrates Court.
- Work effectively as a collaborative team member with staff, volunteers, and law students.
- Supervise law students and volunteers.
- Coordinate the evening walk-in service as rostered.

Duties:

Legal Advice, Information, Referrals, Tasks and Facilitated Dispute Resolution

- Provide high quality accurate and comprehensive generalist legal advice on commonly arising community law issues, as well as provide legal information, perform legal tasks, and provide ongoing legal support at the Pine Rivers Community Legal Service based in Strathpine, and located at Caboolture, Deception Bay, Kallangur, Redcliffe and other outreach locations in the Moreton Bay region.
- Provide family law advice and domestic and family violence legal advice, and ongoing legal support.
- Provide advice, assistance, referrals, and information to clients presenting at the Domestic Violence Duty Lawyer Service, in accordance with the duty lawyer guidelines when rostered.
- Work as part of the larger team at Encircle and refer clients within Encircle and to other organizations and support services where appropriate.
- Provide generalist legal advice at the evening walk-in services as and when rostered.
- Prepare and present community legal education workshops and seminars.
- Enter data and information into relevant data bases.
- Supervise law students and volunteers.
- Participate in the development of strategic and innovative ways to identify and to respond to legal needs.
- Perform all necessary administrative work including typing, filing, and photocopying to manage a high demand workload, including accurate record-keeping in terms of file management procedures.
- If qualified, provide mediation or family dispute resolution services, as rostered.
- Undertake other duties as directed from time to time by the Manager or the Supervising Solicitor.

Networking and Organisational

- Actively participate in identified local and regional networks to ensure that the service works in partnership and collaboration to achieve better outcomes for clients.
- Comply with professional legal and ethical obligations, organisational policies and procedures, professional indemnity insurance, funding agreements, service standards and risk management obligations.

- Actively participate in staff, team, and organisation meetings.
- Participate in strategic planning and team building activities undertaken by the team and the organisation.
- Maintain required professional development and annual practicing certificate requirements.
- Attend and participate in supervision.
- Keep informed of organisational support services and activities to ensure an integrated response for clients.

Delegated Authorities:

- Not Applicable

KEY POSITION OUTCOMES

- Provision of professional and practical community legal services for vulnerable people.
- Accurate and reliable legal advice provided.
- Professional, collaborative and supportive culture.

POSITION REQUIREMENTS

Qualifications:

- Current unrestricted QLS Practising Certificate (preferred but Solicitors with restricted Practising Certificates will be considered).
- Domestic and Family Violence Duty Lawyer Accreditation or willing to undertake training.

Capabilities:

- Immediate ability to provide legal advice on domestic and family violence matters and on family law matters.
- Working knowledge of the CLASS data system or ability to acquire a working knowledge rapidly.

Previous Experience:

- At least 1-1.5 years' experience as a Solicitor with experience in the areas of Family Law and/or Domestic and Family Violence.
- Experience providing generalist, practical, legal advice and information and performing generalist legal tasks to assist self-representing clients (well regarded).
- Experience providing family law and domestic and family violence law advice, with the ability to assist vulnerable people to self-represent (well regarded).

Other:

- Police Check
- Drivers License

KEY SELECTION CRITERIA

- KSC 1:** Demonstrated experience in the provision of generalist legal advice and the skill to provide immediate generalist community law advice (such as QCAT matters, consumer law, human rights law).
- KSC 2:** Demonstrated experience in the provision of family law and domestic and family law advice and the skills to immediately provide family law and domestic and family law advice.
- KSC 3:** Accreditation as a domestic and family violence duty lawyer or ability to apply successfully for accreditation within a maximum of 3 months from date of employment.
- KSC 4:** Demonstrated ability to convey complex legal information in a manner appropriate to the client group.
- KSC 5:** Demonstrated capacity to work in and contribute to an effective small team.
- KSC 6:** Demonstrated understanding of Social Justice principles.
- KSC 7:** Demonstrated understanding of contemporary challenges, needs, issues and sensibilities of all people, including Aboriginal and Torres Strait Islander and those from culturally and linguistically diverse (CALD), LGBTIQA+ backgrounds and other vulnerable population groups and the application of Social Justice principles.

Key Documents:

- Family Law Act 1975
- Child Protection Act 1999
- Domestic and Family Violence Protection Act 2012
- Human Rights Act 2019
- Encircle Policies and Procedures

Employee Name: _____

Employee Signature: _____

Dated: _____