

POSITION TITLE:	Clerk, Aboriginal Clerkship Program		
REPORTS TO:	Resourcing & Recruitment Advisor		
PROGRAM AREA:	Corporate Affairs	LOCATION:	Various
CLASSIFICATION:	VLA2	POSITION TYPE:	Maximum term

POSITION SUMMARY

This clerkship will suit law students of Aboriginal or Torres Strait Islander background, who are interested in a career with Victoria Legal Aid (VLA) or other legal organisations within the community sector. Our clerkships provide practical on the ground learning and mentoring. Your placement will may include shadowing VLA lawyers in the duty lawyer list, watching lawyers appear in courts and tribunals, undertaking legal research and tasks, and sitting in on advice sessions with clients. It is expected that clerks will be self-motivated, prepared to work on research tasks on their own, as well as participate in team activities.

RESPONSIBILITIES

1. Provide support and assistance to lawyers in delivering duty lawyer services in various courts and tribunals.
2. Assist lawyers in the administration, conduct and management of cases for clients.
3. Shadow VLA lawyers in the duty lawyer lists and observe lawyers advocating for VLA clients in various courts and tribunals.
4. Provide information and referrals to the general public, legal practitioners and community agencies about VLA and external services.
5. Provide feedback to the Resourcing & Recruitment Advisor regarding the Aboriginal Clerkship Program to ensure continuous improvement of the program.

KEY SELECTION CRITERIA

1. General knowledge, and interest, of the law, the legal system and legal procedures.
2. Good analytical skills combined with an understanding of legal principals and ability to apply them to specific facts.
3. Sound problem solving and decision making skills to assist clients and other members of the public receive efficient and effective delivery of VLA services.
4. Sound interpersonal skills and the capacity to communicate with clients who are socially and economically disadvantaged.
5. Proven ability and commitment to working collaboratively in a team environment.
6. Knowledge of the work of VLA, a commitment to our vision and values and an interest in developing a career in the legal aid or community sector.

QUALIFICATIONS/ EXPERIENCE

- Currently undertaking studies towards a law degree (mandatory).

OTHER RELEVANT INFORMATION

- To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
- This position is open to Aboriginal or Torres Strait Islander people. VLA considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under subsection 26(3) or section 28 of the Equal Opportunity Act 2010 (Vic).
- If you do not hold a current Australian practising certificate, you will be required to disclose to VLA if you are a *disqualified person*, or have been *convicted of a serious offence* as those terms are defined in the *Legal Profession Uniform Law* (Victoria).
- You will be required to undergo or hold a current Working with Children Check.
- From time to time you will be required to travel between various office locations to deliver quality services to our clients or for professional development.

ORGANISATIONAL CONTEXT

VLA provides legal aid services to the Victorian community through our in-house legal practice and through contracted private lawyers as well as by funding community legal centres. Our services include legal information, community legal education, legal advice, the provision of duty lawyers at courts and legal representation on individual cases. In addition to Melbourne city offices, VLA has 13 regional offices. Six are situated in metropolitan Melbourne (Broadmeadows, Dandenong, Frankston, Ringwood and Sunshine) and eight in regional Victoria (Bairnsdale, Ballarat, Bendigo, Geelong, Horsham, Morwell, Shepparton and Warrnambool).

VLA operates a matrix management structure to deliver four principal programs throughout Victoria (Access and Equity, Civil Justice, Criminal Law and Family, Youth and Children's Law). A number of sub-programs supports each program. For example, the Criminal Law program operates four sub-programs being summary crime, youth crime, indictable crime and appellate crime. There are nineteen sub-programs in total. Each sub-program operates a variety of services of varying intensity from simple information, to more particularised legal advice, to duty lawyer services at courts, through to ongoing legal representation for court cases under a grants of aid.

Each year, VLA grants over 38,000 grants of aid and services over 85,000 unique clients through our staff practice and the 420 private law firms contracted to VLA.

In addition VLA runs a Legal Help call centre which takes over 130,000 calls annually in 20 languages. Support and funding is provided to 38 community legal centres to assist clients and their communities of interest consistent with their own approved service plans. Program delivery occurs through all of VLA's office locations and at over 50 court and tribunal locations scattered throughout the State. Program delivery also occurs in hospital and other outreach settings in the community.

OUR VISION & VALUES

Our vision

A fair and just society where rights and responsibilities are upheld.

Our purpose

To make a difference in the lives of our clients and for the community by:

- resolving and preventing legal problems.
- encouraging a fair and transparent justice system.

Our values

Fair

We stand up for what is fair.

We aim to be fair when making choices about who and how we help people.

Care

We care about our clients and the community in which we live.

We look out for and take care of each other.

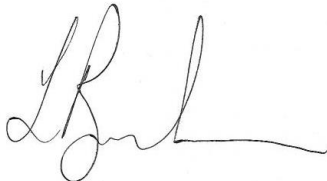
Courage

We act with courage backed by evidence about what is best for clients and the community.

We act with courage to be the best we can be.

VLA is an Equal Opportunity Employer and is committed to promoting a diverse and inclusive workforce. We encourage people from culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people, to apply for positions within our organisation. We will make reasonable adjustment where possible for people with disabilities.

Position Description authorised by Resourcing & Remuneration Manager.



Signed:

Date: 15 September 2016