

Position Description



Practical Legal Training (PLT) Paralegal

Purpose

To provide high quality paralegal and administrative support to the Client Services Team.

Context

Tenants Victoria is the specialist tenancy law community legal centre in Victoria. We provide legal assistance to tenants and advocate and campaign for reform to residential tenancy law and practice. Through our education and training programs, we support other community agencies to build capability to assist their clients.

Our service assists tenants living in private rental, public and community housing, rooming houses and caravan park residents to maintain fair, secure, and dignified housing. We provide a tenancy law phone advice line, email advice, negotiation assistance, representation, and advocacy.

Tenants Victoria aim

A safe, secure, and affordable home for every Victorian renter in a fair housing system.

Tenants Victoria aims to realise this vision by helping people, giving renters a voice, and shaping new practices and attitudes to renting and housing.

What is Practical Legal Training (PLT)?

Now that you have finished your law degree, you are required to undertake real world training to put your legal knowledge to practice. With Tenants Victoria, your training will provide you with experience in the community law sector and enable you to use your skills whilst making a real difference in people's lives.

At Tenants Victoria, we encourage initiative and passion for justice. We expect a high standard from our volunteers and in return we provide training, supervision, and mentorship.

Key responsibilities

The key duties of the position include but are not limited to the following:

- Provide administrative support for the Legal Services Team.
- Provide casework support to lawyers as required, including drafting legal documents and letters, corresponding with clients, and making referrals.
- Conducting research for casework and policy initiatives.
- Participate in community legal education projects, law reform and other projects as required.
- Assisting in updating and creating Legal Service resources (e.g.: fact sheets, practice notes and publications for the use of external agencies) for all stakeholders on the rental reforms.

- Preparing summaries on various areas of the rental reforms.
- Manage large daily volumes of client data within Tenants Victoria client database.
- Develop and maintain a sound working knowledge of the relevant legislation and policies and procedures and approved Legal Service practice.
- Providing regular progress reports relating to deadlines and reporting to the relevant line manager.
- Support the VCAT Duty Lawyer by drafting applications, organising evidence, and taking comprehensive notes during the hearing.
- Undertake all other relevant duties as directed by the Principal Lawyer and Director of Legal Services.

General duties

- Commitment to the purpose and values of Tenants Victoria.
- Work cooperatively with all staff members to advance the organisation and strengthen the service delivery model.
- Assist with continuous improvement of Tenants Victoria.
- Participate effectively in Tenants Victoria planning initiatives, policy & procedure development, and strategic projects as required.
- Develop and strengthen networks, engage the support and involvement of a range of individuals and organisations.
- Participate in meetings (internal and external) as required.
- Other duties as required.

Key selection criteria

Eligibility requirements	<p>The following are mandatory eligibility requirements for the position:</p> <ul style="list-style-type: none"> • You must have completed a law degree. • You must be currently completing or enrolled in professional legal education to gain admission to practice (i.e., through College of Law or Leo Cussen). • You must not be currently admitted as a lawyer.
Mandatory skills and experience	<p>The following qualifications and experience are required for the position:</p> <ul style="list-style-type: none"> • Sound interpersonal skills and a demonstrated ability to interact and communicate effectively with persons seeking legal assistance. • A commitment to, and understanding of, the legal issues faced by Tenants in Victoria. • The ability to quickly attend to tasks in an efficient and precise manner with attention to detail and a demonstrated capacity to balance multiple responsibilities in a high-pressure environment. • Basic knowledge of the law and court procedures with a focus on the areas of law the legal practice acts. • A demonstrated ability to communicate and liaise in a professional manner with Tenants Victoria external stakeholder organisations and their representatives, including pro bono law firms, other CLCs, Court and Tribunal staff etc.

	<ul style="list-style-type: none"> • The ability to work collaboratively with others and to foster a co-operative and supportive team environment. • Strong skills in the use of MS Office Software (particularly MS Word, Excel, Outlook) relevant to a legal practice, and the capacity to quickly acquire competency in the use of our client data base.
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Employment conditions

Type	Volunteer, 2 days per week
Hours	7 hours and 30 minutes per day
Contract length (if applicable)	6 months
Reports to:	Allocated supervisor and Director of Legal Services
Location	Level 2, 225 Bourke Street, Melbourne Victoria 3000
Mandatory checks	Should you be successful in your application, you must undertake a Police Check and a Working with Children Check prior to employment (these will be organised by Tenants Victoria).

How to apply

To make an application for the above role, please send a current version of your CV and cover letter to:

kylie.betts@tenantsvic.org.au

Please include 'PLT Program' in the subject line.

This position description outlines the current responsibilities of the position. These will be reviewed regularly with the staff member and are subject to change according to the needs and priorities of Tenants Victoria.