



CIVIL / FAMILY LAW SOLICITOR

Background

The Mackay Regional Community Legal Centre Inc. (MRCLC) is a charity that provides free and confidential legal advice, information, referrals, ongoing assistance and representation to financially disadvantaged people primarily in the Mackay, Whitsunday and Isaac regions. MRCLC also provides presentations on various legal topics to organisations and members of the community. MRCLC continues to provide a legal advice evening service twice a month through the support of volunteers.

Assistance is provided in various areas of law, including residential tenancy, elder abuse, family law, domestic and family violence, consumer protection, debt, neighbourhood disputes (including about trees, fences and noise), mental health and employment. Family law, domestic and family violence, residential tenancy and employment matters provide the most work for the MRCLC.

The Centre currently has a full-time Manager and Principal Solicitor (1 position), 5 full-time solicitors, 1 full-time and 1 part-time administration officer, a part-time contracted bookkeeper and contributions from many volunteers. The Manager and Principal Solicitor position is about to be separated into 2 roles.

MRCLC provides a service to the Mackay, Whitsunday and Isaac Regional Council areas. The area extends north of Mackay to Bowen (2 ¼ hour drive), south to St Lawrence (2 hour drive) and west to the mining and pastoral hinterland towns of Clermont, Nebo and Moranbah (3 hour drive to the furthest centre).

Values

The MRCLC's values are:

- **Accessibility** - we remove barriers so vulnerable people have the same access to legal support as other community members
- **Respect** - for our clients, for each other and for other services we interact with
- **Justice** - vulnerable people have fair access to the legal system

- **Professionalism** - we have high standards for ourselves and work with clients as professionals
- **Compassion** – we welcome and work with people as they are, with no judgement

Core purpose

We improve the quality of life of the most vulnerable people in our community. We do this by providing people with access to justice so they have direction and feel empowered, valued and heard.

The Position – Civil Law Solicitor

This position is responsible for independently providing legal advice within the areas of law undertaken by the centre, a small amount of casework and the development and delivery of community legal education.

It is anticipated the successful applicant will mostly work within some of these areas of law, but from time to time will be required to advise in other areas. Supervision and support will be provided.

This position includes undertaking outreach throughout the Mackay, Whitsunday and Isaac Regional Council areas, as well as attending Legal Advice Evenings approximately once every 2 months. Outreach and training opportunities will occasionally require an overnight stay.

Reports To

The Principal Solicitor in relation to legal services and the Manager for operational matters.

Duty Statement/Key Responsibilities

Duties, outcomes and accountabilities include the following:

Operations

- Participate in strategic and operational planning meetings, and monthly staff meetings.

Service development and delivery

General

- Uphold high professional standards and workplace policies as amended from time to time.
- May be required to assist the Manager and Principal solicitor with reviewing guidelines, protocols, precedents and procedures, particularly those relating to the main areas of law practiced by the solicitor.
- Attend and participate in team training and professional development activities.
- With the Principal Solicitor and Management Committee, establish and agree to appropriate objectives and performance indicators for your position.
- Promote the service from time to time, for example at interagency meetings, meeting with politicians or taking part in stall holder events.
- Assist with the creation of partnerships to progress and promote the Centre's strategic objectives.
- Have excellent written and oral communication skills.
- Proficient in computer skills (as admin support is limited), particularly with the Microsoft suite.
- Accept appropriate direction.
- Relate to clients and other stakeholders with dignity, respect and in a culturally sensitive manner.
- Work independently and within a team, seeking assistance when required.
- Have a high level of accuracy, personal organisational skills and time management.
- Have knowledge of and commitment to workplace health and safety and anti-discriminatory behaviour.
- If issued a debit card, it must only be used within the limits set by the Centre's policies and in accordance with directions of the management committee and the Manager.

Legal Services

- Provide high quality legal advice and casework assistance to clients via appointments at the centre's office, at outreach locations and at Legal Advice Evenings. This will include in person, phone, video conferencing, the provision of written advice and drafting documents.
- Provide legal advice, casework and develop community legal education (CLE) on a fairly independent basis once familiar with the area of law.
- Assist with research, production and maintenance of resources required for community education.

- Engage in systemic advocacy and law reform projects, as identified.
- Promptly learn appropriate referral pathways in the Mackay, Whitsunday and Isaac regional council areas.
- Take part in monthly file review meetings and monthly workplan meetings.

Requirements

Essential

At all times you must:

- have a current open driver licence. This must be maintained throughout employment as you will be required to attend meetings, training and provide assistance at outreach locations. The Centre also has a car available.
- hold a current solicitor’s practising certificate.
- demonstrate a strong commitment to social justice.
- interpret instructions quickly, prioritise conflicting work demands, and ensuring tasks are completed within given timeframes.
- have effective listening skills, communication skills and empathy.
- have a current Positive Notice Police Check or capacity to attain a Positive Notice Police Check. Agreement for the MRCLC to conduct this check is required.
- have a commitment to the principles of equity, access and social justice.

Experience or study relating to the areas of law practiced by the centre will be beneficial, but is not required. This position will likely involve providing the majority of legal assistance in approximately 3 areas of law. The applicant’s preference and experience will be considered when determining these areas of law.

Location	Based at Suite 9 The Dome, 134 Victoria Street, Mackay in Queensland.
Commencement Date	As soon as possible
End date	No end date, but is subject to funding.
Accountable To	Manager and Principal Solicitor, and ultimately the Management Committee

Conditions	<p>Full time - 38 hours per week.</p> <p>(Part-time will be considered.)</p> <p>This position is subject to a probationary period of six (6) months and is dependant on the MRCLC receiving continued funding from current funding sources.</p>
Award	<p>This position is entitled to the provisions contained in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCDSI)</p>
Classification Salary	<p>Level 4.1 up to 4.4 Social, Community, Home Care and Disability Services Industry Award 2010, depending on experience.</p> <p>This is paid at the ERO preserved rates of pay, being \$43.08 to \$46.35 per hour. This is approximately \$85,200 - \$91,500 (pro rata), plus leave loading, long service leave and superannuation.</p> <p>In addition, salary sacrifice arrangements are available.</p>
Driver Licence	<p>A current open Queensland Driver Licence is essential and must be maintained throughout employment due to travel requirements of the position.</p>

Application Process: Applications should address the key selection criteria.

Our preference is that you lodge your application on Seek.

Alternatively, your application can be emailed to jessica@mrclc.om.au or posted to:

Miss Jessica Brake
 Manager and Principal Solicitor
 Mackay Regional Community Legal Centre
 P.O. Box 995
 MACKAY QLD 4740

The closing date is 9am on Monday 7 April 2025. Applicants may still be considered after this date until the job ad is closed on Seek.

For more information please contact the Mackay Regional Community Legal Centre on 07 4953 1211 or email your queries in confidence to jessica@mrclc.com.au.