

POSITION DESCRIPTION – EMPLOYMENT LAWYER (3+ PAE)

1. Overview of JobWatch Inc

JobWatch is an employment rights legal centre which provides assistance to Victorian workers about their rights at work.

JobWatch was founded in 1980 and is committed to improving the lives of workers, particularly the most disadvantaged.

Job Watch's core activities include the following:

- To operate a free and confidential telephone information and referral service for Victorian workers;
- To provide representation and assistance for disadvantaged workers through a casework legal practice;
- To undertake community education on issues about employment law; and
- To engage in law reform activities.

2. Employment Conditions

a. Hours and contract

- Full-time position

b. Salary

- To be negotiated;
- 11.5% superannuation;
- Salary packaging and/or meal entertainment program.

c. Other entitlements

- Employment will be in accordance with the JobWatch Inc Enterprise Agreement 2020. A copy of the Agreement can be found at <https://www.fwc.gov.au/document-search/view/3/aHR0cHM6Ly9zYXN5Y2RhZGFwcmRhdWVhYS5ibG9iLmNvc mUud2luZG93cy5uZXQvZW50ZXJwcmIzZWFn cmVlbWVudHMvMjAyMC8xM S9hZTUwOTUzNy5wZGY1?sid=&q=Job%24%24watch>

d. Location

- This position is based at Level 10, 21 Victoria Street, Melbourne, VIC 3000.

3. Duties

- to conduct legal casework which arise from the Telephone Information Service (TIS), funding agreements or other sources;
- to represent clients at FWC, VEOHRC, VCAT, the AHRC and other Courts and Tribunals as required;
- to develop in-house training, mentoring, support and supervision for JobWatch TIS workers, student interns and volunteers and pursuant to funding agreements;

- to contribute to the community education activities of JobWatch including delivery of workshops and seminars and pursuant to funding agreements;
- to attend and address meetings, networks and conferences which further the objectives of JobWatch and pursuant to funding agreements;
- to assist the Executive Director and Senior Lawyers in the development of responses and submissions to government departments, official inquiries and other bodies concerned with exploitative employment practices;
- to undertake research on employment law / industrial relations issues as required by JobWatch in consultation with the Executive Director and Senior Lawyers;
- to assist the Executive Director with media enquiries including research and advice;
- to interpret existing legislation of relevance to the work of JobWatch;
- to assist in the development of internal policies;
- in conjunction with the legal practice, to develop action plans and strategies to ensure quality outcomes in operational areas;
- to give information and referral options on the JobWatch TIS;
- to attend staff meetings and other meetings as required;
- to assist with administrative functions as required; and
- to undertake duties as required by the Executive Director and Senior Lawyers.

4. Selection criteria (must be addressed in application)

- Hold a current Victorian Practising Certificate;
- A demonstrated working knowledge and application of employment law including anti-discrimination law and the intersection of federal and state employment related legislation;
- Ability to multi-task and manage several competing demands;
- Casework file management;
- Excellent analytical skills, including the ability to identify legal issues;
- Excellent research skills;
- Demonstrated computer skills within a legal practice environment;
- Exceptional writing skills;
- Excellent interpersonal and communication skills, including:-
 - interviewing and counselling of clients;
 - providing legal advice and information accurately, efficiently and in a concise and clear manner;
 - an ability to work with vulnerable clients and culturally diverse communities;
- A demonstrated application of initiative when dealing with difficult clients and complex legal matters;
- Ability to work independently as well as part of a team;
- Strong and demonstrated commitment to social justice and human rights;
- Demonstrated project management skills.

5. How to apply

Please send a cover letter, resume and statement addressing the selection criteria to Zana Bytheway, Executive Director, by **5:00 pm on Tuesday 27 August 2024**. Applications may be sent by email to admin@jobwatch.org.au.

Please provide names and contact details for two referees who may comment knowledgeably on your work performance.