

# Position Description



<b>Position Title</b>	Lawyer
<b>Location</b>	Victorian Office NSW Office
<b>Department / Service</b>	Legal Service
<b>Reporting To</b>	Managing Lawyer, Legal Service
<b>Main Purpose of Position</b>	Responsible for the provision of legal advice and case work to clients throughout Australia who are affected by international parental child abduction.
<b>Number of Direct Reports</b>	0
<b>Decision Making Authority</b>	As per ISS Australia's Delegation of Authority and in accordance with ISS Australia's policies and procedures.
<b>Key Relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Managing Lawyer, Legal Service</li> <li>• Legal Service team members</li> <li>• Victorian Office and NSW Office Teams</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Australian Central Authority</li> <li>• Referring agencies and professionals</li> </ul>
<b>Key Selection Criteria</b>	<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Current practising certificate, not subject to supervised legal practice restrictions.</li> <li>• Ideally, a minimum of two years' experience in family law.</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent written communication skills, including the ability to draft complex affidavits.</li> <li>• Highly developed interpersonal skills, including the ability to relate well to a wide range of clients in considerably distressing circumstances.</li> <li>• Ability to develop positive relationships with clients remotely.</li> <li>• Excellent organisational and time management skills and the ability to deal effectively with competing priorities.</li> <li>• Proven ability to liaise, develop and maintain effective relationships and work productively with a wide range of government and non-government agencies.</li> <li>• Ability to work independently and as part of a multidisciplinary team.</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Ability to contribute to a positive working environment</li> <li>• Able to work collaboratively in a multidisciplinary team</li> <li>• Self-motivating and managing, able to work independently and proactively</li> <li>• Able and open to learning quickly and continuously</li> </ul>

	<ul style="list-style-type: none"> <li>Keen to assist people in times of considerable person distress.</li> </ul>
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Key Areas of Responsibility	Key Performance Indicators
<b>Information, advice and casework</b>	<ul style="list-style-type: none"> <li>Provide clients with information and advice with respect to the prevention of IPCA and the recovery of children affected by IPCA. This includes abductions to Hague-Convention and non-Hague Convention countries.</li> <li>Responsible for the preparation of return and access applications under the 1980 Hague Convention.</li> <li>Facilitate the execution and filing of return and access applications under the 1980 Hague Convention with the Australian Central Authority.</li> <li>Prepare and facilitate the execution and filing of applications pursuant to Australia's Bilateral Agreements with Lebanon and Egypt.</li> <li>Provide guidance to legal assistants and volunteers.</li> </ul>
<b>Referral</b>	<ul style="list-style-type: none"> <li>Advise clients about relevant ISS Australia services, including IPCA social work support and international family mediation.</li> <li>Make appropriate external referrals as necessary.</li> </ul>
<b>Data and report writing</b>	<ul style="list-style-type: none"> <li>Maintain up-to-date and accurate quantitative and qualitative data, in agreed formats, on services provided to IPCA clients</li> <li>Prepare periodic reports on service delivery and other service-related issues for the funding body, if directed to do so</li> </ul>
<b>Service representation and promotion</b>	<ul style="list-style-type: none"> <li>Liaise with the Australia Central Authority and other government and non-government bodies, as required, to ensure effective service delivery.</li> <li>At the direction of Managing Lawyer, represent the service in a range of networks, forums and meetings</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>Abide by the Code of Conduct</li> <li>General administrative duties, including maintenance of client information database, word processing and photocopying</li> <li>Data entry of required information</li> <li>Actively participate in staff meetings, annual planning and strategic development</li> <li>Undertake appropriate professional development activities</li> <li>Undertake research and prepare papers as directed by Managing Lawyer</li> <li>Work cooperatively with all ISS Australia staff members, students and volunteers to contribute to a positive and supportive work environment</li> <li>Undertake other duties in keeping with the position's level of responsibility, as directed by the Managing Lawyer or Executive Director.</li> </ul>

Conditions of Service	
Hours	0.8 FTE
Other	Position may require some out of hours work and some travel.

Salary Package	Salary will be fixed at a competitive, above-Award rate for the not for profit sector. Salary packaging is offered in accordance with ATO regulations for FBT-exempt charities and ISS Australia's policies.
Tenure	Fixed Term Basis with a 3 month probationary period.
General	Employment with ISS Australia is subject to a satisfactory National Police Check and provision of a current Working with Children Check.

<b>Approvals</b>	
Created by	Managing Lawyer
Approved by	Executive Director
Date of most recent update	[Date adopted for new PDs]
Review date	[Date – at least every 12 months]

***Privacy Statement: Personal Information may be collected and stored by ISS Australia for the purposes of recruitment and selection. This information will only be used and disclosed for the primary purpose of its collection. Further information may be obtained from ISS Australia's Privacy Officer.***