

POSITION DESCRIPTION – PD068

Respectful Workplace Legal Advocacy Officer

Full Time, Fixed Term – Cairns

A. CONTEXT, PURPOSE OF THE ROLE AND OPPORTUNITY

About us

The Aboriginal and Torres Strait Islander Legal Service (Qld) Limited (ATSILS) is a not-for-profit, community-based organisation that delivers innovative, professional, criminal, civil and family law services and early intervention projects to Aboriginal and Torres Strait Islander clients throughout Queensland. Established in 1972, ATSILS has grown to 24 offices with around 300 staff strategically located across Queensland. We also operate specialist Through Care, Community Legal Education, Law Reform and Coronial Enquiries programmes to supplement our primary legal services across many of our regions.

Our Vision is to lead in the delivery of innovative and professional legal services.

Our Mission is to deliver quality legal assistance services, community legal education, and early intervention and prevention initiatives which uphold and advance the legal and human rights of Aboriginal and Torres Strait Islander people.

Purpose of the role

1. Provide well researched and topical Community Legal Education to ensure a high-profile contribution to communities and workplaces impacting Aboriginal and Torres Strait Islander peoples at work.
2. Contribute to a strategic approach in the development of timely, contemporary, and culturally safe legal advocacy. In doing so, develop indigenous awareness and casework addressing the intersection of vulnerability and the risk of sexual harassment, exploitation and/or working in sexually hostile workplaces. This may include other sex discrimination and related casework.

Opportunity

As a Legal Practitioner, you will have a unique opportunity to provide Workplace Relations sexual harassment education and advice to a client base identified by the Sex Discrimination Commissioner as at higher risk of being denied access to justice. You will develop an Industrial Law profile across Queensland associated with the “*Respect@Work*” framework and related legal matters.

Work closely within a leadership context with the Chief Executive Officer, Principal Legal Officer, the Director of Civil Law, and our Community Legal Education and Human Resources teams to ensure advocacy resources are designed, delivered and evaluated in Community Legal Education across Queensland. Subject to response, provide suitable casework services to selected ATSILS clients.

A corporate services team based in Brisbane provides administrative, public relations, event co-ordination and human resources support to a busy legal defence team State-wide.

B. REPORTING STRUCTURE

Duties are performed under the guidance and direction of the Chief Executive Officer (CEO) and Principal Legal Officer (PLO). Where the role is regionally based, the Regional Manager (also a Legal Practitioner) provides local supervision, and the Director of Civil Law based in Brisbane guides the strategic intent and casework supervision priorities of the role.

C. SELECTION CRITERIA

ESSENTIAL CRITERIA (6)

1. **Values:** alignment to the values and vision of ATSILS and an appreciation of, and sensitivity to the challenges our clients have faced, and continue to face, in their fight for and their right to justice and equity.
2. **Qualifications and experience:** be admitted or be in a position to be immediately admitted as a Legal Practitioner within Queensland; and preferably two years' experience in Strategic Development or Community Legal Education, and/or Workplace education, and/or associated industrial law system familiarity.
3. **Specialist expertise** will ideally include:
 - ☞ an appreciation of how sexual harassment and sexually hostile workplaces intersect more frequently for First Nations peoples due to intergenerational and other trauma and inequity;
 - ☞ provision of timely, related civil law legal services for a relatively new Aboriginal and Torres Strait Islander client base;
 - ☞ a working knowledge of current initiatives to eliminate violence and harassment at work, while improving Community Legal Education and access to justice locally, regionally, and State-wide;
 - ☞ a demonstrated ability to take a strategic, objective, and constructive approach to workplace legal questions managing both contemporary workplace and traditional values.
4. **Network development, education, and reporting:** sound interpersonal and communication skills such as an ability to empathetically convey information or advice to individuals and Indigenous communities, networked groups, Work Health & Safety or Industrial Law specialists, with capacity to promote access to justice is required.
5. **Casework and confidence in and knowledge of legislation re sexual harassment in the workplace:** i.e. *Work Health & Safety Act, Fair Work Act, Sex Discrimination Act*, etc; awareness of the rights of Children, the LGBTIQ+ community, and Race Discrimination is highly regarded.
6. **Mobility, access, teamwork, and safety:**
 - ☞ preparedness to work after hours if necessary; willingness to travel and present and gather educational materials, research on project plans and other key materials to in-house staff, various forums, groups, and key external stakeholders is essential. To this end, a **Driver Licence** is required.
 - ☞ a willingness to undergo a **Criminal Record Check to achieve a National Police Certificate** (Australia-wide Disclosable Criminal History).
Candidates may be required to disclose misconduct (criminal convictions, prosecution investigations etc.,) that prevent an ATSILS Security clearance in relation to any conviction for fraud or other dishonesty related criminal offences. To this end, a preferred candidate must be prepared to consent to a criminal history check being conducted (if requested). **Note:** A criminal history does not automatically preclude selection for interview, and a preliminary check can be discussed with the HR Manager after a candidate has been shortlisted for interview.

DESIRABLE CRITERIA (2)

1. Expertise in project management, digital presentations, timely promotion, and report writing.
2. Litigation success with civil law casework relevant to accessing compensation, or Commission and Tribunal hearings.

Please apply at <http://www.atsils.org.au/job-vacancies>, writing up to 150 words for each criterion.

D. CORE DUTIES

1. **Participate** in project design, delivery, and evaluation of Community Legal Education at agreed locations across Queensland, to further the “Respect@Work” framework. This will likely involve:
 - ⊕ preparing strategy or educational materials, written information and online documents in lucid, well-organised language using Windows Microsoft Office technology for senior staff approval;
 - ⊕ adapting education materials responding to researched risk factors for various population groups.
2. **Address** workplace sexual harassment and sexually hostile workplace risks and incidents impacting upon Aboriginal and Torres Strait Islander peoples, including:
 - ⊕ conducting research from an historical perspective in relation to the vulnerability of our clients, and
 - ⊕ the needs for quality legal representation for the accused.
3. **Report** on CLE participation, referrals, and positive interventions and initiatives that contribute to safer workplaces, (targeting areas that host vulnerable workers, including those identified through the Australian Human Rights Commission’s National Inquiry), sharing non-confidential experiences.
4. **Work with ATSILS staff** including our other Civil Law and CLE legal practitioners, the Human Resources staff, and our Executive to strengthen the pace of change regarding prevention and responses to workplace sexual harassment. In doing so, consider two key strategic imperatives:
 - ⊕ communication of economic impacts, mental health, employee turnover and absenteeism, trends in workers’ responses including formal approaches such as Workers’ compensation or Fair Work Commission matters arising from initiatives launched directly via Legal Education; and
 - ⊕ provide casework legal advice with our Civil Law team, while monitoring the increase and outcomes of clients coming forward for legal advice, compensation etc. This may include building a network of legal practitioners external to ATSILS for client referrals with complex industrial law matters and providing timely access to culturally sensitive healing services.
5. **Successfully co-ordinate positive working relationships and partnerships** with a diverse range of stakeholders in relation to sexual harassment and sexual assault in Queensland workplaces.
6. **As directed, compile and present evidence-based papers and reports** at strategic events to promote this new project and its learnings. **Travel** to facilitate the gathering and analysis of education and research material; attend conferences, ATSILS CLE, Closing the Gap, and Law team events. This can be achieved at the ATSILS offices or in home /community settings.
7. **Undertake other duties** as may be reasonably required. This may entail some civil law responsibilities supervised and delegated by the Regional Manager (a criminal law practitioner) or briefing criminal law staff when clients accused of sexual assault in work-related settings are represented by ATSILS.

E. TEAM, COMMUNICATION AND QUALITY IMPROVEMENT DUTIES

1. **Undertake study or training** which might be determined by the Executive or from Regional Manager analysis.
2. **Take part in workplace health and safety** compliance initiatives and support other team members to do the same.
3. **Access employer-provided services** for your resilience and capacity to deal with sexual trauma in our client base.
4. **Contribute to a supportive team environment**, through various workplace activities, and participate in appraisal or your work, including formal project reviews.
5. **Document supervision sessions** and achieve satisfactory work performance in accordance with the ATSILS Code of Conduct and professional standards.

F. CORE COMPETENCIES

Your performance will be evaluated on the following facets:

- ☞ your ability to address and report on a wide range of potentially suppressed needs in the work community;
- ☞ the application of your knowledge of law and associated policy, and how this impacts community education initiatives and client workplace casework, and access to compensation and other reforms;
- ☞ whether your communication is culturally safe, confidential, relevant, articulate and concise (both oral and written) including developing an ability to present effectively under time-pressure to external stakeholders;
- ☞ provision of timely and appropriate advocacy services directly to victims of sexual harassment;
- ☞ ability to promote the characteristics and practices more likely to decrease the risk of sexual hostility and promote services for healing, justice, and re-building of safer workplaces;
- ☞ ability to work regionally with a diverse working population while providing a possibly State-wide service utilising specialist staff (or consultants) across ATSILS in timely ways according to our policy framework;
- ☞ capacity to develop supportive, positive and consistent relationships within the justice system and Respect@Work emerging network is strengthened through strategic partnerships and key outcomes; and
- ☞ your ability to influence outcomes in networks and other key organisations.

G. ATSILS Qld CONTRACT AND LOCATION

- ☞ This position falls under the umbrella of the [Social, Community, Home Care and Disability Services Industry Award](#) with a remuneration package and conditions as per the ATSILS Contract. The starting gross salary range with qualifications and experience is from \$88,000 (plus superannuation and leave loading) dependent upon experience and legal qualifications, and location.
- ☞ Fixed Term Employment Contract to 30 June 2025, is funded.
- ☞ As a Public Benevolent Institution, our staff may opt to salary sacrifice a portion of their pre-tax salary up to a threshold set by legislation, reducing their taxable income in a given year.
- ☞ At ATSILS we offer structured professional development in conjunction with performance management, and study leave for approved work-related courses after a qualifying period.
- ☞ ATSILS adheres to the tenets of Equal Opportunity Employment.

Location: ATSILS offices where this role is offered: **Cairns or Brisbane** with regular travel across Queensland.

Our values at ATSILS:

- ☞ We **Care** for the human and legal rights, safety and psychological well-being of our staff, clients, and communities.
- ☞ We **Share** a common understanding of our clients' challenges and needs and strive to deliver quality and accessible legal services.
- ☞ We **Respect** the cultural diversity, values and beliefs of our clients and maintain their confidentiality in the delivery of legal services.

For further information please contact:

Human Resources Manager

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