

Paralegal

Court and Tribunal Services – Migration Law

Full-time

LawRight uses strategic pro bono to deliver free assistance in civil law matters to people in Queensland who cannot afford legal help. LawRight's Court and Tribunal Services (**CTS**) is a statewide service that assists individuals, primarily self-represented litigants, with proceedings in the

- District Court, Supreme Court, and Court of Appeal
- Federal Court and Federal Circuit and Family Court of Australia
- Queensland Civil and Administrative Tribunal (QCAT).

We are recruiting for a paralegal to support the Migration Law service on a full-time basis.

LawRight's Court and Tribunal Services coordinates pro bono resources to provide unbundled legal assistance, pro bono referrals and mediations, and representation in selected matters. The Migration Law service assists individuals in the Federal Court and Federal Circuit.

LawRight's Migration Law service assists self-represented people who are involved in current or potential proceedings in the Federal Circuit and Family Court of Australia, or Federal Court of Australia (Federal Courts). The service primarily assists with applications for judicial review of Protection Visa decisions, including Temporary Protection Visas and Safe Haven Enterprise Visas but may also be able to assist with other migration matters in the courts where another community legal centre is unable to help.

Key Duties:

1. Undertake general reception and administrative duties including day-to-day management of the CTS office.
2. Assist with answering of telephones, including responding to and managing general enquiries and enquiries from prospective clients, volunteer lawyers and other stakeholders.
3. Assist potential clients to complete the intake process including the LawRight application form (if required) and provide necessary documents.
4. Undertake an initial assessment of the eligibility of applicants for assistance.
5. Make appointments for clients and liaise with CTS solicitors and volunteer solicitors and barristers as necessary to ensure conflict checks are undertaken and all documents and materials are briefed to the solicitors in a timely manner each week.
6. Open, maintain and close client files, and maintain the client database, with general direction from the supervising Lawyer, Senior Lawyer and CTS Director.
7. Develop and maintain knowledge on the processes and procedures of the jurisdictions in which the CTS office operates, and provide this information to clients and potential clients under the supervision of the CTS solicitors.

8. Assist with legal research and the drafting of correspondence and briefs to volunteer solicitors and barristers as requested.
9. Assist CTS solicitors to organise volunteer support, including liaising with partner law firms and preparing rosters for volunteer solicitors and barristers.
10. Assist with the development and maintenance of legal and other resources for the CTS office under the supervision of the CTS solicitors, including maintaining LawRight's webpage.
11. Assist with the preparation of training, promotional, and law and policy reform materials.
12. Participate in the general activities of LawRight and assist with the general running of the LawRight office.
13. Undertake other tasks as requested.

Qualifications: Senior law student or experienced paralegal, understanding of issues relating to self-representation and related disadvantage, or ability to quickly acquire it desirable; strong organisational and communication skills essential. Experience working with clients from linguistically diverse backgrounds or using a translator highly desirable.

Location: Brisbane

Remuneration and benefits:

- Level 3, *Social, Community, Home Care and Disability Services Industry Award* - \$77,485 to \$83,092 (depending on experience) plus 11.5% superannuation and generous FBT arrangements
- As LawRight is a public benevolent institution staff are eligible to salary sacrifice a portion of their base salary (currently capped at \$30,000) and 'meal entertainment' expenses
- 5 weeks of annual leave per annum plus leave loading as well as additional paid leave during the Christmas closure
- Long service leave available after 6 years of continuous service
- Full-time staff work a 36.25-hour week, and we offer flexible working arrangements with the ability to work from home on agreed days
- Contract until 30 June 2025 with hope for extension subject to funding. The position is planned as a 5 day per week role but requests for a 4 day per week role will be considered.

Term: Full-time, subject to ongoing funding.

Contact: Questions about the role and applications can be directed to Clare Carter, Senior Lawyer, LawRight by email to clare.carter@lawright.org.au. Applications close **9am, Thursday 20 February 2025**.

LawRight encourages First Nations applicants, people from diverse backgrounds, and people with disabilities to apply and seeks to be an inclusive and welcoming employer.