

# Role Description

## Domestic & Family Violence

### Senior Lawyer



Organisation	Caxton Legal Centre
Business Unit/Practice	Family, Domestic Violence and Elder Law Practice
Location	Brisbane
Reports to	Managing Senior Lawyer (Family Law & DFV)
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 5 or 6
Approved By	CEO
Date of Approval	January 2026

#### Overview of Caxton

Caxton Community Legal Centre's purpose is to promote and protect human rights in Queensland through access to justice. Caxton provides accessible legal information so people know their rights and can prevent or respond to legal problems. Prioritising those who experience disadvantage, trauma and marginalization, Caxton provides free, high-quality legal assistance and social supports. Caxton advocates for reform to unfair laws, policies and systems. Working collaboratively with volunteers and community partners, Caxton reaches underserved populations. We do all of this to create a more just and inclusive Queensland.

#### Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

#### Primary purpose of the role

This role offers a unique opportunity to make a meaningful difference to victim-survivors affected by domestic and family violence. Working as part of a multi-disciplinary team, you will provide high-quality legal advice, case management and representation to clients in domestic and family violence matters.

This position forms part of a 12-month pilot program supported through the Small Steps 4 Hannah Foundation community grant program.

The successful candidate will demonstrate the ability to work independently and manage a caseload autonomously, including appearing in court as a solicitor advocate in domestic and family violence proceedings.

### **Key accountabilities**

- Apply in-depth existing knowledge of domestic and family violence law to deliver legal advice, legal task work (unbundled assistance) and ongoing casework, including appearing as solicitor advocate in final hearings for domestic and family violence matters
- Work collaboratively with social workers to provide holistic, client-centered services to diverse clients within a human rights framework
- Engage in sector development and networking to form and maintain strong warm referral pathways

### **Key challenges**

- Providing trauma-informed, culturally appropriate, client-centred and high quality services within the constraints of program activities
- Identifying clients who require ongoing legal and non-legal support and undertaking well-sscoped work and/or making appropriate referrals to other programs of Caxton
- Working in a multidisciplinary practice framework for the holistic benefit of clients

### **Key relationships**

Who	Why
<b>Internal</b>	
• Managing Senior Lawyer (family law and DFV)	• For direction, support and supervision (line manager)
• Practice Director, Family Domestic Violence & Elder Law	• Any legal risk and oversight of the program/role will be managed by this Director
• Social workers	• To provide a holistic service to clients beyond legal advice
• Client Services	• For intake and triage of centre-based clients
<b>External</b>	
• Clients	• Provide safe, respectful client engagement
• Key referral partners	• Warm referral stakeholders for efficient and effective referral pathways

### **Role dimensions**

#### **Decision making**

Identify and refer clients with social welfare issues to social workers

Scope of additional services

Conflicts of interest issues

**Direct reports**

Nil

**Budget/Expenditure**

Nil

**Essential requirements**

Demonstrated 3+ years post-admission experience in domestic and family violence law (5+ years for Level 6)

Bachelor of Laws

Eligible for admission as a legal practitioner of the Supreme Court of Queensland

Current Practicing Certificate (unrestricted)

A criminal history check, and a Working with Vulnerable People / Blue Card check will be undertaken for this position on the recommended applicant/s due to the nature of the work involved.

Ability to complete the Legal Aid Queensland domestic and family violence duty lawyer accreditation

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: