



community law

free legal help

wellington and hutt valley

COMMUNITY LAW WELLINGTON & HUTT VALLEY

POSITION DESCRIPTION:

RŌIA HAPORI – COMMUNITY LAWYER, PRISON SERVICE

POSITION:	Rōia Hapori – Prison Service
HOURS OF WORK:	Part-time, subject to negotiation
TERM:	Fixed term
SALARY RANGE:	\$57,000 – \$58,600 (pro rata)

INTRODUCTION

Community Law Wellington and Hutt Valley (CLWHV) is a registered charity that provides free legal advice and information to those who are otherwise unable to access legal help in Wellington & the Hutt Valley. This work includes providing free legal education and promoting law reform in the interests of its clients. Our vision is for a world with those with less resources have the same, or better, access to justice than those with more.

The Rōia Hapori – Prison Service has shared responsibility for the provision of legal advice to prisoners face-to-face at Rēmutaka Prison. This includes attending a fortnightly legal advice clinic at the prison; responding to remote enquiries received from prisoners; and undertaking ongoing casework as required. Predominantly this is a men's prison, however there is a women's unit attached also. Most of our clients are Māori so the ability to work in a tikanga Māori context is valued.

Our prison service team currently consists of one part-time lawyer and one part-time administrator. We are looking to recruit another lawyer to address a significant backlog of client enquiries. This role is fixed term for two reasons. The first purpose is to address the backlog of client inquiries to our prison service. Secondly, our prison service is funded through a third-party grant for which we have only a finite amount of unallocated funding.

KEY RESPONSIBILITIES

The primary responsibility of the Rōia Hapori – Prison Service is the provision of legal advice to prisoners face-to-face at Rēmutaka Prison, and nationally on a remote basis. This includes:

- Clearing backlog of client requests to our prison service
- Responding in a timely manner to legal queries from prisoners, received by mail and on our toll-free phonenumber
- Attending fortnightly clinics on the prison site and providing initial legal advice at these clinics
- Ongoing legal casework for prisoners as required
- Ensuring access to legal information for prisoners, most notably via our Lag Law resource
- Maintaining strong communications with the other part-time prison project staff
- Participating in regular quality assurance of legal work with supervising lawyers



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- Contributing to reporting requirements for the external funder of this project
- Ensuring all legal work is conducted in line with the Lawyers & Conveyancers' Act, and the policies and processes of CLWHV.

OTHER TASKS

The Rōia Hapori – Prison Service will have shared responsibility for a range of work responsibilities performed collectively by staff at CLWHV. This includes:

- Assisting in our free legal advice sessions
- Participating in all-staff meetings
- Supporting CLWHV's systems, policies, procedures and daily operations
- Contributing positively to CLWHV's publicity and reputation
- Participating in activities involving other community law centres
- Adhering to the principles of collective management as adopted by CLWHV, including
 - Robust communication
 - Collaborative decision making
 - Staying responsible and accountable to your peers.

SKILLS AND QUALITIES WE SEEK:

We are primarily interested in your raw skills and character, your commitment to the kaupapa, and your ability to learn quickly. However, the successful candidate will benefit from the following experience and attributes:

Work Skills

The following work skills are particularly desirable:

- Knowledge of the criminal justice system, and corrections in particular
- Understanding of, and ability to apply in practice, te Tiriti o Waitangi
- Ability to work within a bicultural context
- Knowledge of te reo Māori me ōna tikanga
- The ability to portray complex information in plain language
- Excellent oral and written communication skills
- Experience in community work
- Great organising and problem-solving skills
- Ability to work independently and cope with competing demands
- A high level of initiative, motivation and responsibility.

Values

We are a values-based organisation and are also looking for someone who:

- Has a commitment to CLWHV's philosophy, including a critical analysis of the justice system
- Demonstrates sensitivity to the cultures and languages of the many ethnic groups in Aotearoa, and the ability to work in a way which is appropriate to the needs of those groups



- Can demonstrate and promote CLWHV values of manaakitanga, kotahitanga, and rangatiratanga.

Qualifications

- **Must** be admitted as a Barrister and Solicitor of the High Court of New Zealand
- **Must** hold, or be eligible for, a current Practising Certificate.