



JOB DESCRIPTION

POSITION:	Rōia Hapori, RILAS - RILAS Lawyer
HOURS OF WORK:	18 hours per week
STARTING SALARY:	\$29-30 per hour (\$56,550-\$58,500 pro-rata)
SUPERVISED BY:	RILAS Lawyers including Senior Lawyer

Community Law Wellington and Hutt Valley (CLWHV) is an incorporated society that provides free legal advice and information to help those who cannot access other legal services. CLWHV also provides free legal education and promotes law reform in the interests of its clients.

The Refugee and Immigration Legal Advice Service (RILAS) is a CLWHV service which provides free legal help to refugees and other vulnerable migrants, as well as to the community groups supporting these clients.

The RILAS Lawyer works with volunteer advocates, the RILAS Team, and with other staff, to provide the RILAS service. The RILAS Lawyer is supervised by the RILAS Team.

KEY RESPONSIBILITIES

The RILAS Lawyer, working with volunteers, the RILAS Team, and with other staff, is responsible for:

- 1. Legal assistance:** Co-ordination and delivery of free legal help to RILAS clients
- 2. Treaty-based relationships:** Assisting to promote working practices consistent with CLWHV's strategic and constitutional goal of Treaty-based operation
- 3. Volunteer support:** Supporting the RILAS volunteer team
- 4. Resource allocation:** Assisting to manage the RILAS caseload and waitlist
- 5. Systems management:** Ensuring that policies relating to RILAS legal services are developed and implemented
- 6. Reporting:** Maintaining up-to-date records of RILAS client matters in order for the RILAS team to report to the Senior Lawyer – RILAS Supervisor.

LEGAL WORK

- Assisting with advice at weekly free legal advice drop-in sessions at the Pōneke/Wellington and Te Awakairangi/Hutt Valley offices (may include until 7:30pm on Tuesdays)
- Assisting with quality checking and follow-up of advice given by volunteers.

- Staying up to date with developments in immigration law and keeping volunteers up to date
- Assisting RILAS lawyers with assessing client eligibility through reviewing INZ files and preparing summaries of client circumstances
- Managing the client waitlist and preparing client files to be assigned to volunteer advocates or referred to partner law firms in consultation with the RILAS team
- Managing the client referral process to partner law firms and maintaining the RILAS relationship with partner law firms
- Managing a small number of client files, including ensuring that Immigration New Zealand deadlines and other requirements are met
- Assisting with volunteer trainings and partner law firm trainings
- Advocating for changes to immigration law and policy where appropriate.

OTHER TASKS

The RILAS Lawyer will also share responsibility for the successful day-to-day operation of CLWHV. This responsibility includes:

- Contributing to and accounting for the provision of services under the contract with the Ministry of Justice
- Participating in staff meetings and governance meetings as required
- Contributing to CLWHV publications, including the annual report
- Supporting CLWHV's systems, policies, procedures and daily operations
- Contributing to the public image / publicity of CLWHV
- Participating in activities involving other community law centres.

SKILLS WE SEEK

- A commitment to CLWHV's philosophy, including a commitment to bicultural practise under Te Tiriti o Waitangi.

Work Quality

- Knowledge of the areas of law dealt with by CLWHV
- Ability to communicate legal information in plain language
- Excellent analytical and problem-solving skills
- Excellent oral and written communication skills
- Ability to work within a community development model
- Good computer literacy.

Relationships

- Understanding of and commitment to Te Tiriti o Waitangi – and the ability to apply it in practise
- Experience in working with community organisations
- Ability to guide, support and motivate a team of volunteers across the CLWHV offices
- Ability to work with others including staff, management, volunteers and those in the community in a collaborative way sharing expertise and information
- Good networking & relationship building skills

- Sensitivity to te reo Māori me ōna tikanga
- Sensitivity to the cultures and languages of New Zealand's many ethnic groups, and the ability to work in a way which is sensitive and appropriate to the needs of these groups.
- A passion for refugee, immigration and humanitarian law.

Self-Management

- A high level of initiative and motivation
- Ability to work under pressure and cope with competing demands
- Ability to work without close supervision
- Good organising skills.

Qualifications

Applicants **must** be admitted as a barrister & solicitor of the High Court of New Zealand and hold, or be eligible for, a current practising certificate.