

WESTERN COMMUNITY LEGAL CENTRE LTD

Employment Program Senior Lawyer – Education Position Description

Job Title	Employment Program Senior Lawyer - Education
Purpose	<p>The Western Community Legal Centre Employment Law Program seeks to improve employment outcomes for vulnerable workers including migrants, refugees, temporary visa holders and young people. We do this by empowering communities to understand and enforce their workplace rights through the provision of tailored legal services, education, sector capacity building and advocacy for systemic reform.</p> <p>Building on a period of consultation and research, the Program now delivers three linked programs:</p> <ul style="list-style-type: none"> • an Employment Law Service: In addition to our migrant and refugee casework service, we also provide assistance to international students at the Study Melbourne International Students Work Rights Legal Service, and to school students and other young people through our School Lawyer Program and youth clinics as well as support to our generalist clinic; • an Education Program: Focusing on workplace rights and responsibilities (for community members, community workers and a train-the-trainer program); and • an Advocacy Program: Data and stories collected throughout the Program have been presented in the Not Just Work report (Report) and other law reform publications and evidence-based advocacy tools to stimulate legal and policy change and enhance employment outcomes for target communities. <p>The primary role of the Senior Lawyer – Education for the Program is to supervise and deliver an Education program. The Senior Lawyer – Education also supports the delivering of employment law services and advocacy work arising from the Report and Program more broadly.</p>
Reports to and is supervised by	Reports to: Employment Program Policy Director Casework Supervised by: Employment Program Practice Manager
Term	See <i>employment contract</i> . Please note that some work outside normal business hours may be required.
Key Responsibilities	<p>Targeted Education Program</p> <ul style="list-style-type: none"> • Work with the Employment Program Policy Director to deliver the Employment Education Program and undertake legal education

	<p>including community legal education, professional legal education and train-the-trainer program and other funded training programs as they arise;</p> <ul style="list-style-type: none"> • Supervise Program legal education volunteers and coordinate the Employment Law Peer Education Network; • Provide day to day mentoring and support for Program lawyers, secondees and volunteers undertaking employment legal education work; • Supervise lawyers, secondees and volunteers undertaking employment legal education work across WEstjustice; • Co-ordinate and promote training sessions for the Employment Education Program as required, including in outreach locations; • Build stakeholder relationships with other service providers, and undertake referrals to other services to develop a targeted, holistic and integrated Education Program; and • Develop high quality materials and processes to run the Education Program with support from the Employment Program Policy Director; and Coordinate data collection and reporting as required. <p>Employment Law Service</p> <ul style="list-style-type: none"> • Work with the Employment Practice Manager to develop and refine employment law service materials and processes as required; and • Undertake employment law services as required, including in outreach locations. <p>Advocacy</p> <ul style="list-style-type: none"> • Assist with stakeholder and/or pro bono relationships including philanthropic, government departments and corporates; • Attend relevant networking opportunities; • Attend external stakeholder meetings and partake in relevant committees (as agreed with your supervisor/s); • Identify and collate evidence on systemic legal and policy issues arising from the Employment Law Service to support the Centre’s broader advocacy work; and • Participate in submissions or similar legal writing tasks as directed by the Employment Policy Director/Manager. <p>Other</p> <ul style="list-style-type: none"> • Participate in mentoring and professional development opportunities where appropriate; • Explore further funding opportunities for the Program, and contribute to grant applications as required; and • Other tasks and duties as directed.
<p>Key Selection Criteria</p>	<p>Essential</p> <ol style="list-style-type: none"> 1. Current unrestricted practising certificate; 2. Demonstrated subject matter expertise including at least three years’

	<p>experience working in employment and discrimination law jurisdictions;</p> <ol style="list-style-type: none"> 3. Demonstrated education experience (training or teaching) including highly refined presentation and delivery skills and experience in the preparation of education programs and materials; 4. Experience in mentoring and supporting junior lawyers and/or other staff and/or significant supervision of students or volunteers; 5. Strong communication, organisation and administration skills; 6. Highly developed ability to engage with, communicate with and assist vulnerable and disadvantaged clients including those from newly arrived and refugee communities; and 7. Strong understanding of the social context of the law and familiarity with legal and social issues faced by vulnerable communities including those from newly arrived and refugee backgrounds. <p>Desirable</p> <ul style="list-style-type: none"> • Substantial experience in an administrative and coordination role, or equivalent project management skills; • Highly refined legal research and writing skills; and • Employment and discrimination legal practice experience, including the ability to deliver high quality casework.
<p>Skills required for success</p>	<ul style="list-style-type: none"> • Strategic thinking – ability to think and act strategically to: <ul style="list-style-type: none"> ○ meet the client’s needs ○ implement the WEstjustice vision ○ work strategically with stakeholders ○ contribute to policy direction • Communication - excellent communication skills with clients, colleagues, agencies and stakeholders. • Legal Advocacy – excellent advocacy skills evident in court, conciliation and/or negotiations with other parties. • Writing – excellent written skills, evident from court documentation, letters, submissions, emails, memorandums of advice, and/or research. • Professional ethics – act with integrity, client focused, and driven by social justice values. • Case management – excellence in managing matters including: <ul style="list-style-type: none"> ○ carriage of large and/or complex caseload ○ time management ○ organisation ○ risk management

Last Reviewed: 18 April 2019