

Job Title	Lawyer Women and Gender Diverse People's Rights Program
<b>General</b>	
<b>Vision</b>	Fairness, safety and justice for Melbourne's West
<b>Purpose</b>	We deliver targeted services and drive meaningful change
<b>Reports to</b>	Program Manager
<b>Term</b>	See Contract
<b>Scope</b>	You will be assigned to the Women and Gender Diverse People's Rights Program (WGDP) for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.
<b>Key Responsibilities</b>	
	<ol style="list-style-type: none"> <li>1. Provide high quality legal services under supervision of the Program Manager and/or a Senior Lawyer, including legal information, advice, casework and Court representation for clients in family violence, family law, associated criminal matters related to family violence (where the client has been misidentified as the perpetrator) and/or child protection through our duty lawyer service, client appointments and relevant outreach services.</li> <li>2. Maintain a supervised caseload of routine client files in all areas of the Program's legal practice, subject to skill, experience and our Program Guidelines.</li> <li>3. Assist and support the Program Managers and Senior Lawyers with delivering legal services and projects, including maintaining Program data, contributing to reporting and system improvements.</li> <li>4. Co-ordinate and deliver community legal education, information and outreach services.</li> <li>5. Support volunteers or students where appropriate.</li> <li>6. Actively contribute to policy/systemic advocacy work, including law reform or policy submissions.</li> <li>7. Represent the Program at external networks, working groups and steering committees, as requested.</li> <li>8. Comply with all relevant laws and standards, including WEstjustice's policies, procedures, risk management processes and best practice guidelines.</li> <li>9. Contribute to Program processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice.</li> <li>10. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups.</li> <li>11. Contribute to broader project work and monitoring and evaluation when requested</li> </ol>

	<p>12. Contribute to the implementation of the Westjustice Strategy and Impact Areas 2024-2027.</p> <p>13. Other relevant work as directed</p>
<b>Qualifications &amp; Skills</b>	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. Currently hold, or eligible to hold, a Practising Certificate which entitles you to practise law in Victoria.</li> <li>2. Ability to listen to, engage with, and provide holistic legal assistance to vulnerable or disadvantaged clients.</li> <li>3. Strong commitment to social justice, community education and engagement, including a strong understanding of the social context of law and the issues faced by communities experiencing vulnerability and/or disadvantage.</li> <li>4. Ability to think and act strategically and with high integrity to meet clients' needs.</li> <li>5. Ability to work effectively with a range of internal and external stakeholders.</li> <li>6. Ability to work autonomously and make sound judgements under the supervision and direction of senior employees.</li> <li>7. Ability to deliver community legal education work under direction.</li> <li>8. Excellent written and oral communication skills and highly developed organisational and administration skills.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>9. At least one year post admission experience as a lawyer.</li> <li>10. Legal practice experience in family violence, family law and/or child protection.</li> <li>11. Prior experience as a family violence duty lawyer.</li> <li>12. Experience contributing to systemic impact work, such as drafting policy or law reform submissions.</li> </ol>
<b>Other relevant information</b>	<ul style="list-style-type: none"> <li>• This position is covered by the Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 (the Multi-Enterprise Agreement).</li> <li>• To be eligible for this position you must have current rights to work in Australia (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa).</li> <li>• You will be required to apply for and hold a current Working with Children Check (WWC). If you don't have one of these already you will be reimbursed for this cost.</li> <li>• We are committed to removing barriers to employment for those with lived experience of the justice system, whilst we ask that all employees undertake a National Police check having a criminal conviction will not directly exclude you from gaining employment with us.</li> <li>• Your primary work location will be the Westjustice Sunshine Office. You will also engage in family violence legal services at the Sunshine Magistrates Court and/or Werribee Magistrates on a rostered basis. You may also need to work from other Westjustice offices (Werribee) or other outreach locations as directed.</li> <li>• You will be required to travel independently to, and work from, other metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.</li> <li>• Westjustice supports flexible work arrangements which allows for</li> </ul>

	<p>hybrid work from home and office, in agreement with direct line manager.</p> <ul style="list-style-type: none"> <li>• Westjustice is committed to being a culturally safe, responsive and respectful organisation. We are committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at <a href="https://www.Westjustice.org.au/about-us">https://www.Westjustice.org.au/about-us</a></li> </ul>
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*Last Reviewed: May 2025*