

Job Title	Senior Lawyer Women and Gender Diverse People's Rights Program
Vision	Fairness, safety and justice for Melbourne's West
Purpose	We deliver targeted services and drive meaningful change
Reports to	Program Manager
Term	See contract
Scope	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.
Key Responsibilities	
	<ol style="list-style-type: none"> 1. Provide high quality legal services, including legal information, advice, casework and representation 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. 2. Maintain a caseload of both routine and complex client files in all areas of the Program's legal practice, subject to skill, experience and our Program Guidelines. 3. Proactive contribution to our Program's key projects by the Program Manager and Director (as required). 4. Establish and maintain relationships with internal and external stakeholders to ensure effective referral practices, in addition to efficient and consistent service delivery. 5. Directly contribute to the development and implementation of quality frameworks and protocols to ensure high quality, compliant and efficient administration of the Program's legal practice including collecting and recording data in accordance with Program Guidelines. 6. Co-ordinate and deliver community legal education, in addition to information and education sessions within our outreach health justice partnerships, as directed. 7. Directly contribute and consult with Program Manager and the Director (as required) in relation to systemic impact work, such as law reform submissions, reports and law reform advocacy opportunities relating to the Program. 8. Drive the promotion of a high trust, reflective and innovative work environment, including proactive care of staff, mentoring and supervision of less experienced lawyers with their casework and advocacy work. 9. Supervise, delegate and review work completed by PLT law students on placement, pro bono lawyers and volunteers, as requested.

	<ol style="list-style-type: none"> 10. Contribute to Westjustice and the WGDPR Program's policies, processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice. 11. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups. 12. Contribute to the implementation of the Westjustice Strategy and Impact Areas 2024-2027. 13. Comply with all relevant laws and standards, including Westjustice's policies, procedures, risk management processes and best practice guidelines. 14. Other relevant work as directed from time to time.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Currently hold, or eligible to hold, an unrestricted Practising Certificate which entitles you to practice law in Victoria. 2. Demonstrated subject matter expertise in family law, family violence, child protection including at least three years' experience autonomously delivering complex and routine casework, and engaging legal advocacy (mediation and litigation). 3. Demonstrated experience in a high-pressure legal setting including the ability to drive change and actively support a busy legal practice to achieve excellence in service delivery. 4. Excellent written communication skills, time and file management skills, with the ability to multitask effectively and meet file deadlines. 5. Demonstrated ability to think and act strategically and with high integrity to meet clients' needs. 6. High level personal skills, including resilience and the ability to communicate, consult and collaborate effectively. 7. Demonstrated ability to work effectively with clients, colleagues, relevant health justice partners, agencies and stakeholders. 8. Ability to mentor and supervise the work of junior staff, volunteers and students. 9. Interest in contributing to systemic impact work, such as law reform submissions and law reform advocacy opportunities. 10. Commitment to social justice and Interest in community legal education and delivering presentations to different community groups. 11. Understanding of and commitment to Westjustice's Vision, Purpose, Strategic Plan and Impact Areas. <p>Desirable</p> <ol style="list-style-type: none"> 12. Understanding of the intersection of family violence, crime, child protection and family law. 13. Prior experience as a family violence duty lawyer.
Other relevant information	<ul style="list-style-type: none"> • This position is covered by the Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 (the Multi-Enterprise Agreement).

	<ul style="list-style-type: none"> • 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). • 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. • 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. • 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. • 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. • Westjustice supports flexible work arrangements which allows for hybrid work from home and office, in agreement with direct line manager. • 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 https://www.Westjustice.org.au/about-us
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Last Reviewed: May 2025