

# Westjustice

## WESTERN COMMUNITY LEGAL CENTRE LTD

### Position Description

<b>Job Title</b>	Senior Lawyer, Workers' 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, Workers' Rights Program
<b>Term</b>	See Contract
<b>Scope</b>	<p>This role is responsible for providing employment and equality law advice, information, education and casework to workers, including people from newly-arrived communities, temporary migrant workers, women and gender diverse workers, young workers, people experiencing gender-based and family violence, and other identified worker groups experiencing disadvantage.</p> <p>The role is part of the Workers' Rights Program (WRP) but you may be provided with the opportunity to work across other programs and projects based on service requirements.</p>
<b>Key Responsibilities</b>	
	<ol style="list-style-type: none"><li>1. Provide high quality legal services, including legal information, advice and casework, for clients in employment and equality law matters.</li><li>2. Maintain a caseload of both routine and complex employment and equality law matters, including in courts, tribunals and anti-discrimination forums.</li><li>3. Assist and support the WRP Program Managers to plan and coordinate legal services and projects, including maintaining project data and contributing to project reporting and governance.</li><li>4. Co-ordinate and deliver community legal education (CLE), information and outreach services and contribute to review and updating CLE and resources.</li><li>5. Supervise, train and mentor junior staff or other legal staff in employment and discrimination law matters.</li><li>6. Co-ordinate and supervise the work of pro bono lawyers, volunteers or students.</li><li>7. Actively contribute to policy/systemic advocacy work, including proactively identifying issues for law reform or drafting policy submissions.</li><li>8. Remain informed on contemporary developments in the law, preparing case studies, research memoranda or briefing documents, and update practice management templates, precedents and guides as required.</li></ol>

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	<ol style="list-style-type: none"> <li>9. Represent the WRP at external networks, working groups and steering committees</li> <li>10. Comply with all relevant laws and standards, including Westjustice's policies, procedures, risk management processes and best practice guidelines</li> <li>11. Contribute to Westjustice and WRP processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice</li> <li>12. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups</li> <li>13. Contribute to the implementation of the Westjustice Strategy 2024-27 and Impact Areas (including as amended from time to time or replaced).</li> <li>14. Other relevant work as directed from time to time.</li> </ol>
<b>Qualifications &amp; Skills</b>	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. Legal practice experience in employment and discrimination law, including managing all aspects of casework and case management to a high standard.</li> <li>2. Ability to develop and coordinate highly effective systemic impact work, such as drafting policy or law reform submissions.</li> <li>3. Strong commitment to social justice, community education and engagement, including a demonstrated 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 clients, colleagues, relevant agencies and stakeholders.</li> <li>6. Ability to work autonomously and make sound judgements, with general direction of senior employees.</li> <li>7. Community legal education or equivalent experience (training or teaching) including experience preparing and delivering high quality, effective presentations or training</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>1. A minimum of three years post-admission experience.</li> <li>2. Project management skills and experience, including evidence of being able to manage a project end-to-end.</li> <li>3. Sound understanding of monitoring and evaluation methodologies.</li> </ol>
<b>Qualifications</b>	Currently hold, or eligible to hold, an unrestricted Practising Certificate which entitles you to practise law in Victoria.

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<b>Other relevant information</b>	<p>The successful applicant will be employed under the Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 (the Multi-Enterprise Agreement). External applicants will have a probationary period of six months.</p> <p>To be eligible for this position you must have current Australian work rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa).</p> <p>You will be required to apply for and hold a current Working With Children Check.</p> <p>Your primary work location will be the Westjustice Sunshine Branch but may be required to work from the Werribee or Visy Hub Branches, or other locations as directed from time to time.</p> <p>You will be required to travel independently to, and work from, other regional and metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.</p> <p>WEstjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. WEstjustice is committed to being a culturally safe, responsive and respectful organisation. 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>.</p>
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*Last Reviewed: February 2026  
Next Review: February 2027*