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| <b>Job Title</b>                         | <b>Tenancy Lawyer / Senior Tenancy Lawyer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>General</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Vision</b>                            | Fairness, safety and justice for Melbourne's West.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purpose</b>                           | Westjustice's purpose is to deliver targeted services and drive meaningful change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Reports to</b>                        | Legal Director, Economic Justice (oversees program)<br>Program Manager – Tenancy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Term</b>                              | See Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Scope</b>                             | <p>The Lawyer / Senior Lawyer will have the following key responsibilities and key selection criteria according to their level of seniority and experience.</p> <p>The role is assigned to the Economic Justice Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Key Responsibilities/Expectations</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | <ul style="list-style-type: none"> <li>• Provide high quality legal services under supervision of the Program Manager and/or a Senior Lawyer, including legal information, advice, casework, court representation and duty lists.</li> <li>• 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>• 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>• Co-ordinate and deliver community legal education, information and outreach services.</li> <li>• Support volunteers or students where appropriate.</li> <li>• Actively contribute to policy/systemic advocacy work, including law reform or policy submissions.</li> <li>• Represent the Program at external networks, working groups and steering committees, as requested.</li> <li>• Comply with all relevant laws and standards, including Westjustice's policies, procedures, risk management processes and best practice guidelines.</li> <li>• Contribute to Program processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice.</li> <li>• Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups.</li> <li>• Contribute to broader project work and monitoring and evaluation when requested</li> <li>• Contribute to the implementation of the Westjustice Strategy and Impact Areas 2024-2027 which includes collaborating with other teams and the broader objectives of the organisation.</li> <li>• Other relevant work as directed.</li> </ul> |

| Qualifications & Skills    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Key Selection Criteria     | <p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. A degree in law, eligibility for admission to practice and relevant specialist experience.</li> <li>2. Ability to listen to, engage with, and provide holistic legal assistance to marginalized or disadvantaged clients.</li> <li>3. Strong commitment to social justice, including a demonstrated understanding of the social context of law and the issues faced by vulnerable communities and the ability to contribute to Westjustice's systemic impact work.</li> <li>4. Demonstrated ability to work effectively with a range of internal and external stakeholders.</li> <li>5. Ability to work under the direction of senior employees.</li> <li>6. Ability to supervise the work of volunteers and students.</li> <li>7. Ability to undertake community legal education work under direction.</li> <li>8. Excellent written and oral communication skills.</li> <li>9. Understanding of and commitment to Westjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Other relevant Information |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                            | <ul style="list-style-type: none"> <li>• The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010.</li> <li>• External applicants will have a probationary period of six months.</li> <li>• To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa).</li> <li>• Appointment will be subject to a pre-employment checks including a satisfactory criminal record check.</li> <li>• You will be required to apply for and hold a current Working With Children Check (WWC).</li> <li>• Your primary work location will be the Westjustice Werribee Branch but may be required to work from the Sunshine Branches, or other locations as directed from time to time.</li> <li>• 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.</li> <li>• Westjustice is committed to providing a working environment without risk to the health of employees under the Occupational Health and Safety Act 2004 (Vic).</li> </ul> <p><i>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/aboutus">https://www.Westjustice.org.au/aboutus</a>.</i></p> |

*Last Reviewed: Dec 2024  
Next Review: Dec 2025*