



WESTERN COMMUNITY LEGAL CENTRE LTD
Legal Director Position Description

Job Title	Legal Director, Children and Young Person's Rights
General	
Vision	Fairness, Safety and Justice for Melbourne's West.
Purpose	We deliver targeted services and drive meaningful change.
Reports to	Chief Executive Officer
Term	Ongoing
Scope	This role is responsible for leading Westjustice's Children and Young Person's Rights service and Westjustice's criminal law practice including innovative projects and initiatives that meet client needs and achieve our strategic objectives.
Key Responsibilities	
	<ol style="list-style-type: none">1. Work closely with the CEO and Senior Leadership Team to ensure Westjustice achieves its vision, purpose and strategic objectives.2. Support the implementation of Westjustice's Strategy 2024-27 across the CYPR Program through strategic and operational management of the team.3. Lead Westjustice's criminal law practice and initiatives, including the Youth Crime Prevention Early Intervention Program, to address disadvantage and unmet legal need through client led services, programs and reform agendas.4. Provide oversight as the Responsible Person for criminal law supervision and sign off for legal advices, casework, reviewing closed files, and review operational practice and identifying trends and issues.5. Develop and maintain effective key stakeholder relationships across the program and broader organisation and represent the Criminal law practice at external networks, working groups and steering committees.6. Undertake complex criminal law casework and advocacy.7. Maintain, monitor and review compliance with all relevant laws and standards, including Westjustice policies, procedures and guidelines.8. Establish and maintain best practice and ensure work is of excellent quality and standard.9. Ensure that the CYPR Program is sufficiently resourced and organised for staff to perform their roles and responsibilities effectively, and lead the recruitment and induction of new team members.10. Provide supervision, support, advice and mentoring to Program Managers (line managers) and ensure that they are suitably qualified and are proactively and effectively leading their teams.11. Lead and foster the WISED UP culture of the CYPR Program to ensure that each team member is growing and supported to achieve their best performance and their full potential, including<ol style="list-style-type: none">i. Engaging our people to be aligned with the Westjustice Strategic Plan and priority objectives and outcomes through their work and development plans,

	<ul style="list-style-type: none"> ii. regular work in progress (WIP) meetings, iii. annual leave management, iv. regular feedback and performance reviews, v. satisfactory completion of mandatory training, policy updates etc. vi. regular team meetings for alignment, learning and collaboration. vii. Monitor overall satisfaction, engagement and wellbeing of the CYPR Program. <p>12. Collaborate with the senior leadership team to ensure that there is cohesion across the organisation and a positive workplace culture.</p> <p>13. Contribute to the financial success and sustainability of Westjustice through effective resource and budget management within our financial management systems, funding and contract management, identifying new income opportunities, and effective governance.</p> <p>14. Lead and manage projects and coordinate legal services, including developing and implementing monitoring and evaluation frameworks with appropriate methodologies, maintaining project data and ensuring reporting requirements are met.</p> <p>15. Lead policy/systemic impact work, including proactively identifying law reform or policy issues and opportunities to make submissions.</p> <p>16. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups.</p> <p>17. Other relevant work as required from time to time.</p>
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Qualifications & Skills

Key Selection Criteria

Mandatory

1. Demonstrated experience leading a legal service delivery team and program of work.
2. A law degree and an unrestricted Practising Certificate which entitles you to practice law in Victoria. In addition, a Principal practicing certificate (or willingness to achieve the certificate) in order to be the Responsible Person.
3. A criminal law accredited specialist with significant criminal law legal practice experience and expertise including experience in complex advocacy, casework and litigation.
4. Demonstrated understanding of high-quality legal practice management, including legal operations and risk management. An ability to think strategically and with integrity to meet clients and practice management needs.
5. Sophisticated people management skills to lead and develop a high performing team.
6. Demonstrated ability to develop and coordinate systemic impact work such as drafting policy or law reform submissions, legal projects and programs with strategic impact,
7. Ability to work autonomously, take initiative to progress program priorities including legal supervision, team management, project work, grant applications, funding proposals, program budgets and make sound judgements, with limited direction of the Legal Director.
8. Excellent written and oral communication skills including the ability to engage with stakeholders and clients experiencing trauma and/or disadvantage.
9. 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.

	<p>Desirable</p> <p>10. Legal operations and practice management skills and experience, including evidence of implementing new technology, processes, strategies or business practices.</p> <p>11. Sound understanding of monitoring and evaluation methodologies.</p>
<p>Other relevant information</p>	<ol style="list-style-type: none"> 1. The successful applicant will be employed under <i>Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027</i> (the Multi-Enterprise Agreement) with a probationary period of six months. 2. 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). 3. You will be required to apply for and hold a current Working with Children Check. If you don't have one of these already you will be reimbursed for this cost. 4. 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. 5. Your primary work location will be in Sunshine. You will also engage in the provision of legal services at the Sunshine Magistrates Court and/or Wyndham Magistrates. You may also need to work from other Westjustice offices or other outreach locations as directed. 6. 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. 7. Westjustice supports flexible work arrangements and has a policy which allows for hybrid work from home and office, in agreement with direct line manager. Westjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. 8. 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 https://www.Westjustice.org.au/about-us

Created: May 2026