

<b>Job Title</b>	<b>Program Manager Child Protection and Family Violence Women and Gender Diverse People's Rights</b>
<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>	Legal Director, Women and Gender Diverse People's Rights Program
<b>Term</b>	Ongoing
<b>Scope</b>	This role is responsible for providing leadership and professional technical expertise for the provision of legal assistance services, legal supervision, program management and team management in the WGDPR Program.
<b>Key Responsibilities</b>	
	<ol style="list-style-type: none"> <li>1. Assist to develop and maintain innovative programs that seek to address the paradigm of disadvantage and unmet legal need through client centred services, programs and reform agendas.</li> <li>2. Deliver direct legal services to clients with a key focus on child protection and family violence including legal advice and court representation plus maintaining small caseload with strategic impact and more complexity (as required).</li> <li>3. Provide oversight as the Nominated Person in Child Protection and Family Violence with delegated authority from the Legal Director to conduct legal supervision and sign off for legal advice, casework, reviewing closed files, and work alongside Legal Director to review operational practice and identifying trends and issues arising.</li> <li>4. Lead and manage a team of legal and non-legal staff, including by providing: <ul style="list-style-type: none"> <li>• High quality legal services, case strategy and subject matter expertise support</li> <li>• Management of staff including regular supervision, mentoring, performance reviews, leave approval and overall wellbeing</li> <li>• Strategic and solutions-based input and advice on a range of operational and practice management matters, including assisting with team resourcing, budgets, procedures and work practices.</li> </ul> </li> <li>5. Lead and manage projects and coordinate legal services, including developing relevant precedents and key resources to support a high performing child protection and family violence legal practice.</li> <li>6. Assist the Legal Director to implement and maintain monitoring and evaluation frameworks with appropriate methodologies and ensure relevant reporting requirements are met</li> <li>7. Co-ordinate and deliver community legal education, information and outreach services</li> <li>8. Lead policy/systemic impact work, including proactively identifying law reform or policy issues and opportunities to make submissions.</li> <li>9. Remain informed on contemporary developments in the law and identify opportunities for practice management improvements arising, including updating templates, precedents and guides as required.</li> <li>10. Develop and maintain effective key stakeholder relationships and represent Westjustice in relevant external networks, working groups and steering committees with a child protection and family violence focus.</li> <li>11. Comply with all relevant laws and standards, including Westjustice policies, procedures, risk management processes and best practice guidelines</li> </ol>

	<p>12. Contribute to Westjustice processes and systems, practice groups, and internal working groups to ensure we are running an effective legal practice.</p> <p>13. Support the Legal Director, WGDPR and Senior Leadership Team to ensure that there is cohesion across the organisation and a positive workplace culture.</p> <p>14. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups</p> <p>15. Contribute to the 2024-2027 Westjustice Strategy and Impact Areas.</p> <p>16. Other relevant work as directed from time to time.</p>
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. A law degree and an unrestricted Practising Certificate which entitles you to practise law in Victoria (or be eligible for an unrestricted Practising Certificate).</li> <li>2. Significant legal practice experience and subject matter expertise in child protection and family violence including demonstrated experience in autonomously managing more complex client files and court representation in the Family Division of the Children's Court.</li> <li>3. Demonstrated understanding of high-quality legal practice management, including legal operations and risk management.</li> <li>4. Technical legal and management skills, including: <ul style="list-style-type: none"> <li>o experience in complex advocacy, casework and litigation;</li> <li>o experience supervising and mentoring legal staff;</li> <li>o the ability to handle and resolve challenging situations or issues;</li> <li>o aptitude to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace;</li> <li>o capability to work autonomously with limited direction from management.</li> </ul> </li> <li>5. Demonstrated ability to develop and coordinate systemic impact work such as drafting policy or law reform submissions, legal projects and programs with strategic impact</li> <li>6. Ability to think and act strategically and with high integrity to meet clients and practice management needs</li> <li>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.</li> <li>8. Excellent written and oral communication skills and highly developed organisational and administration skills.</li> <li>9. Ability to work effectively with clients, colleagues, relevant agencies and stakeholders</li> <li>10. 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>11. Highly developed ability to listen to, engage with and assist clients experiencing vulnerability and/or disadvantaged.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>12. An aptitude for strategic litigation, advocacy in court and law reform initiatives</li> <li>13. Community legal education or equivalent experience including experience preparing and delivering high quality, effective presentations or training</li> <li>14. Legal operations and practice management skills and experience, including evidence of implementing new technology, processes, strategies or business practices</li> <li>15. Understanding of monitoring and evaluation methodologies</li> </ol>

<p><b>Other relevant information</b></p>	<ol style="list-style-type: none"> <li>1. The successful applicant will be employed under the Victorian Community Legal Centres Multi Enterprise Agreement 2024-2027 with a probationary period of six months.</li> <li>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).</li> <li>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.</li> <li>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.</li> <li>5. 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 Sunshine Visy Hug) or other outreach locations as directed.</li> <li>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.</li> <li>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.</li> <li>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 <a href="https://www.Westjustice.org.au/about-us">https://www.Westjustice.org.au/about-us</a></li> </ol>
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