

Job Title	Senior Lawyer, Family Violence and Family Law Program
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Program Manager, Family Violence and Family Law Program (FVFL Program)
Term	Fixed term
Scope	You will be assigned to the Family Violence and Family Law Program 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 including health justice partnerships, 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 Victoria University law students on placement, pro bono lawyers and volunteers, as requested. 10. Contribute to WEstjustice and the FVFL Program's policies, processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice.

	<ul style="list-style-type: none"> 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 2020-2023; the Impact Areas 2020-2023 and the FVFL Program Strategy, Objectives and Deliverables. 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> <ul style="list-style-type: none"> 1. Legal practice and advocacy experience in family violence, family law and/or child protection, including managing all aspects of casework autonomously to a high standard, legal advocacy (Court and mediation) and case management to a high standard. 2. Demonstrated management and leadership 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. 3. Demonstrated ability to supervise, guide and support staff, including catering for their learning and professional development. 4. Excellent 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> <ul style="list-style-type: none"> 12. A minimum of three years post-admission experience in family law, family violence, child protection or other relevant legal practice experience. 13. Understanding of the intersection of family violence, crime, child protection and family law.
Mandatory qualifications	Currently hold, or eligible to hold, an unrestricted Practising Certificate which entitles you to practice law in Victoria.
Other relevant information	1. The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010 with a probationary period of three months.

	<ol style="list-style-type: none"> 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. 4. Your primary work location will be the WEstJustice Footscray Office. You will also conduct outreach legal services to patients at our health justice partner Hospital and Clinic in Werribee and Wyndham Vale and from time to time, you may also need to work from other WEstjustice offices (Werribee or Sunshine) or other outreach locations as directed. 5. 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. 6. WEstjustice is committed to providing a working environment without risk to the health of employees under the <i>Occupational Health and Safety Act 2004</i> (Vic). The successful candidate will need to provide proof that they have been vaccinated against COVID-19 or have an exemption. Acceptable evidence includes: <ol style="list-style-type: none"> a. COVID-19 digital certificate (available via your myGov account); b. Your immunisation history statement (available via your myGov account); or c. A letter from the GP who vaccinated you or provided your exemption. 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. 8. 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 https://www.westjustice.org.au/about-us.
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Last Reviewed: Aug 2022

Next Review: Aug 2023