

WESTERN COMMUNITY LEGAL CENTRE LTD Senior Program Manager Position Description

Job Title	Senior Program Manager, Criminal Law
General	
Vision	Fairness, Safety and Justice for Melbourne's West.
Purpose	We deliver targeted services and drive meaningful change.
Reports to	Legal Director
Term	Ongoing
Scope	This role is responsible for leading Westjustice's criminal law practice, Youth Crime Prevention and Early Intervention Program (YCPEIP) and collaborating with others across the organisation to meet broader client needs and achieve our strategic objectives.
Key Responsibilities	
	<ol style="list-style-type: none"> 1. Deliver on the Vision, Purpose and impact areas of the Westjustice Strategic Plan by leading the development and management of an innovative criminal law practice and the YCPEIP program. Ensure services and initiatives seek to address disadvantage and unmet legal need through client led services, programs and reform agendas. 2. Lead and manage a high performing multidisciplinary team to provide high quality legal services, case strategy and subject matter expertise. This will be achieved by: <ol style="list-style-type: none"> 1. Fostering our WISED Up culture and developing people to realise their full potential. 2. Engaging our people to be aligned with the Westjustice Strategic Plan and priority objectives and outcomes. 3. Providing staff work in progress (WIP) supervision, development, mentoring, performance reviews, leave approval and overall wellbeing support 3. Provide oversight as the Responsible Person for criminal law supervision and sign off for legal advices, casework, reviewing closed files, and working with the Legal Director to review operational practice and identifying trends and issues. 4. 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. 5. Undertake complex criminal law casework and advocacy. 6. Actively contribute to Westjustice's Monitoring, Evaluation and Learning (MEL) Outcomes Framework. Oversee the delivery of high quality community

	<p>legal education, information and outreach services.</p> <ol style="list-style-type: none"> 7. Lead policy/systemic impact work, including proactively identifying law reform or policy issues and opportunities to make submissions. 8. Demonstrate commitment to lifelong learning by remaining informed on contemporary developments in the law and identify opportunities for practice management improvements and ongoing leadership development. 9. 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. 10. Comply with all relevant laws and standards, including Westjustice policies, procedures, risk management processes and best practice guidelines. 11. Contribute to Westjustice program processes and systems, practice groups, and internal working groups to ensure we are running an effective legal practice. 12. Support the Legal Director and Senior Leadership Team to ensure that there is collaboration across the organisation to provide whole of client care, cross-referrals, shared learning, innovation etc. 13. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups. 14. Other relevant work as directed from time to time.
--	--

Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. A law degree and an unrestricted Practising Certificate which entitles you to practise law in Victoria. In addition, a Principal practising certificate (or willingness to achieve the certificate). 2. Significant legal practice experience and subject matter expertise in criminal law, including experience in complex advocacy, casework and litigation. 3. 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. 4. Sophisticated people management skills to lead and develop a high performing team. 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, 6. 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. 7. Excellent written and oral communication skills including the ability to engage with stakeholders and clients experiencing trauma and/or

	<p>disadvantage.</p> <p>8. 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> <p>Desirable</p> <p>9. LIV specialist accreditation in Criminal Law or Children’s Law (youth crime stream).</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: March 2026