

WESTERN COMMUNITY LEGAL CENTRE LTD

Employment Program Practice Manager Position Description

Job Title	Employment Program Practice Manager
Purpose	<p>The Western Community Legal Centre Employment Law Program seeks to improve employment outcomes for vulnerable workers including migrants, refugees, temporary visa holders and young people. We do this by empowering communities to understand and enforce their workplace rights through the provision of tailored legal services, education, sector capacity building and advocacy for systemic reform.</p> <p>Building on a period of consultation and research, the Program now delivers three linked programs:</p> <ul style="list-style-type: none"> • an Employment Law Service: In addition to our migrant and refugee casework service, we also provide assistance to international students at the Study Melbourne International Students Work Rights Legal Service, and to school students and other young people through our School Lawyer Program and youth clinics as well as support to our generalist clinic; • an Education Program: Focusing on workplace rights and responsibilities (for community members, community workers and a train-the-trainer program); and • an Advocacy Program: Data and stories collected throughout the Program have been presented in the Not Just Work report (Report) and other law reform publications and evidence-based advocacy tools to stimulate legal and policy change and enhance employment outcomes for target communities. <p>The Employment Program Practice Manager will be the nominated person for all employment law work, including casework, across WEstjustice and manage the delivery of employment law services to eligible clients. The Program Practice Manager also helps manage the Employment Programs staff, volunteer and pro bono lawyers, along with assisting the Program Policy Director with strategic planning, resourcing and systems improvements and to contribute to the WEstjustice wide strategic mission.</p> <p>The Employment Program Practice Manager will also support the delivery of education and advocacy work arising from the Report and Program more broadly.</p>
Reports to and is supervised by	Reports to: Employment Program Policy Director Supervised by: Principal Lawyer

Term	Days and times to be negotiated. Please note that some work outside normal business hours may be required.
Key Responsibilities	<p>Employment Law Service The Employment Practice Manager is the nominated person for employment law services across WEstjustice. In delivering this activity the Employment Practice Manager will:</p> <ul style="list-style-type: none"> • Manage a best practice targeted, integrated and holistic employment law service, including: <ul style="list-style-type: none"> ○ Be ultimately responsible for reviewing and signing-off on all employment law client work; ○ Develop and review Employment Law Service materials and processes; ○ Work with the WEstjustice Principal Lawyer/s to ensure compliance with WEstjustice wide risk management policies & procedures; ○ Manage referral pathways internally and externally to other areas of WEstjustice and other relevant service providers; and ○ Ensure clients are being supported with any additional legal and non-legal needs outside of employment law services where required and appropriate. • Subject to need and capacity: <ul style="list-style-type: none"> ○ Deliver high quality legal casework and strategic litigation and brief pro bono lawyers and barristers where required; and ○ Provide secondary consultation support to community workers supporting vulnerable workers within WEstjustice or community workers at external agencies regarding employment legal issues arising for their vulnerable clients. • Identify professional development needs of the employment practice, and establish opportunities to meet those needs; • Lead the employment legal service pro bono relationships and the volunteer program, internships, and placement programs; • Participate in Employment Law Networks and build strong relationships with other service providers and key stakeholders; and • Analyse employment law service evidence to identify trends, systemic issues and support broader advocacy work to assist vulnerable workers.

	<p>Employment Program Management</p> <ul style="list-style-type: none"> • Oversee and lead the Employment Program staff and manage resourcing needs, including the recruitment, professional development and performance review of staff, volunteers and pro bono secondees, with the support of the Employment Program Policy Director • Assist the Employment Program Policy Director to: <ul style="list-style-type: none"> ○ Develop partnerships and deliver projects; ○ Manage the Employment Program’s resources, including budgeting, sourcing funding opportunities or similar; ○ Undertake reporting and systems improvement as required; ○ Participate in the WEstjustice Senior Management team; and ○ Contribute to the development of the Centre's strategic direction. <p>Other</p> <ul style="list-style-type: none"> • Participate in mentoring and professional development opportunities; • Contribute to legal education, development and engagement and advocacy and policy work as appropriate and required, and • Other tasks and duties as directed.
<p>Key Selection Criteria</p>	<p>Essential</p> <ol style="list-style-type: none"> 1. Current unrestricted practising certificate; 2. Demonstrated subject matter expertise including at least five years’ experience working in employment and discrimination law jurisdictions; 3. Demonstrated experience in a leadership role in the legal profession, including the ability to manage and work as part of a team and working autonomously; 4. Demonstrated ability to work collaboratively to build strong stakeholder relationships and partnerships; 5. Excellent organisation and communication skills; 6. Highly developed ability to engage with, communicate with and assist vulnerable and disadvantaged clients including those from newly arrived and refugee communities; and 7. Strong understanding of the social context of the law and familiarity with legal and social issues faced by vulnerable communities including those from newly arrived and refugee backgrounds. <p>Desirable</p> <ol style="list-style-type: none"> 1. Assertiveness, confidence and ability to engage with a diverse range of stakeholders, including the community sector; 2. Prior funding/grant experience; and 8. Prior experience in a project management role.

Skills required for success	<ul style="list-style-type: none">• Leadership and management skills - good judgement, ability to handle challenging situations and to make reasoned strategic decisions in a collaborative manner, including about competing priorities in a busy workplace• Strategic thinking – ability to think and act strategically to:<ul style="list-style-type: none">○ meet the client’s needs○ implement the WEstjustice vision○ work strategically with stakeholders○ contribute to policy direction• Communication - excellent communication skills with clients, colleagues, agencies and stakeholders.• Legal Advocacy – excellent advocacy skills evident in court, conciliation and/or negotiations with other parties.• Writing – excellent written skills, evident from court documentation, letters, submissions, emails, memorandums of advice, and/or research.• Professional ethics – act with integrity, client focused, and driven by social justice values.• Teamwork – ability to work collaboratively and build on differing perspectives of others to enhance team efficiency and quality outcomes.• Case management – excellence in managing matters including:<ul style="list-style-type: none">○ carriage of large and/or complex caseload○ time management○ organisation○ risk management
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Last Reviewed: 18 April 2019