

Job Title	Program Manager (Managing Lawyer), Family Violence and Family Law Program
General	
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	Legal Director, Family Violence and Family Law Program
Term	Refer to contract
Scope	This role is a strategic and technical leadership role within the Family Violence and Family Law Program (FVFL). This role involves direct contribution to our growing family law practice and family violence legal services. The role is also responsible for staff management and providing high quality support to the team across more complex casework, policy and systemic reform plus contribution to strategic planning in the FVFL program.
Key Responsibilities	
	<ol style="list-style-type: none"> 1. Assist and support the Legal Director manage a team of legal and non-legal staff, including by providing: <ul style="list-style-type: none"> • High quality legal services, case strategy and subject matter expertise support • Management of staff including WIP supervision, mentoring, performance reviews, leave approval and overall wellbeing • 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. • Assistance with funding and grant opportunities and contribute to the team and organisation's funding strategy. 2. Provide oversight as the Nominated Person with delegated authority from the Legal Director / Principal Lawyer, including for legal 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 arising. 3. Supervise, delegate and review work completed by lawyers, Victoria University law students on placement, paralegals, legal assistants, pro bono lawyers and volunteers. 4. Maintain a small caseload of both routine and complex in family violence, family law, mis-ID crime and/or child protection. 5. Contribute directly to rostered family violence duty lawyer services from time to time, as required. 6. Oversee induction, training and mentoring of new staff. 7. Manage a team of legal and administrative staff. 8. Manage and coordinate projects, including developing and implementing monitoring and evaluation frameworks with appropriate methodologies, maintaining project data and ensuring reporting requirements are met. 9. Co-ordinate and deliver community legal education, information and outreach services 10. Directly contribute to policy/systemic impact work, including proactively identifying law reform or policy issues and opportunities to make submissions. 11. Remain informed on contemporary developments in the law and identify opportunities for practice management improvements arising, including updating templates, precedents and guides as required.

	<ol style="list-style-type: none"> 12. Develop and maintain effective key stakeholder relationships across the FVFL Program and broader organisation and represent the FVFL at external networks, working groups and steering committees. 13. Initiate and contribute to improvements to legal and operational practice management processes and systems, whilst also being able to identify trends and issues arising from the Program's client services. 14. 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. 15. Comply with all relevant laws and standards, including WEstjustice's policies, procedures, risk management processes and best practice guidelines. 16. Contribute to WEstjustice and FVFL processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice. 17. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups 18. Contribute to the implementation of the WEstjustice Strategy, the Impact Areas and FVFL Program Strategic Plan. 19. Other relevant work as directed from time to time.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Minimum of 5 years post admission experience. 2. Significant legal practice experience and subject matter expertise in family law, family violence, and/or child protection. 3. Demonstrated understanding of high-quality legal practice management, including legal operations and risk management. 4. Technical legal and management skills, including: <ul style="list-style-type: none"> o experience in complex family violence and family law case work and litigation; o experience supervising and mentoring legal staff; o the ability to handle and resolve challenging situations or issues; o aptitude to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace; o Capability to work autonomously with limited direction from management. 5. Ability to think and act strategically and with high integrity to meet clients and practice management needs. 6. Ability to work effectively with clients, colleagues, relevant agencies and stakeholders 7. 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 8. Ability to work autonomously, take initiative to progress program priorities and make sound judgements. 9. Excellent written and oral communication skills and highly developed organisational and administration skills. <p>Desirable</p> <ol style="list-style-type: none"> 10. Understanding of monitoring and evaluation methodologies 11. Ability to develop and coordinate highly effective systemic impact work, such as drafting policy or law reform submissions
Mandatory qualifications	A law degree and an unrestricted Practising Certificate which entitles you to practise law in Victoria (or be eligible for an unrestricted Practising Certificate).
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 six months.

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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, and undergo a police check if requested.
4. Your primary work location will be the WestJustice Footscray Office.
5. You will be required to travel independently to, and work from, other western metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.
6. WEstjustice supports flexible work arrangements and has a policy which allows for hybrid work from home and office, in agreement with direct line manager.
7. 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>

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