



WESTERN COMMUNITY LEGAL CENTRE LTD
Position Description

Job Title	Program Manager, Employment and Equality 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, Employment and Equality Law Program
Term	See Contract
Scope	<p>This role is responsible for providing legal supervision and program management in relation to employment and equality law advice, information, education and casework to workers, including people from newly-arrived communities, temporary migrant workers, young people, women experiencing family violence, and other identified worker groups experiencing disadvantage.</p> <p>The role is part of the Employment and Employment Law Program (EELP) but you may be provided with the opportunity to work across other programs and projects based on service requirements.</p>
Key Responsibilities	
	<ol style="list-style-type: none">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.2. 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.

	<ul style="list-style-type: none"> ○ Assistance with funding and grant opportunities and contribute to the team and organisation's funding strategy <ol style="list-style-type: none"> 3. Provide oversight as the Nominated Person including supervision and sign off for legal advices, casework, reviewing closed files and file management practices, and working with the Legal Director on identifying trends and issues arising in the practice. 4. Maintain a small caseload of both routine and complex employment and equality law matters, including in courts, tribunals and anti-discrimination forums (as required) 5. Lead and manage projects and coordinate legal services, including developing and implementing monitoring and evaluation frameworks, maintaining project data and ensuring reporting requirements are met 6. Co-ordinate and deliver community legal education, information and outreach services 7. Lead policy/systemic impact work, including proactively identifying law reform or policy issues and opportunities to make submissions. 8. Remain informed on contemporary developments in the law and identify opportunities for practice management improvements arising, including updating templates, precedents and guides as required. 9. Develop and maintain effective key stakeholder relationships across the EELP and broader organisation and represent the EELP 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 and EELP processes and systems, practice groups, and internal working groups to ensure we are running an effective legal practice. 12. Support the Legal Director, EELP and Senior Management Team to ensure that there is cohesion across the organisation and a positive workplace culture. 13. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups 14. Contribute to the implementation and review of the WEstjustice Strategy 2020-23, Impact Areas 2020-23 and the Employment and Equality Law Program Strategic Plan 2020-23. 15. Other relevant work as directed from time to time.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Subject matter expertise in employment and discrimination law 2. Leadership and management skills, including:

	<ul style="list-style-type: none"> a. experience managing, coordinating and supervising staff; b. the ability to handle and resolve challenging situations or issues; c. aptitude to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace; d. demonstrated understanding of high-quality legal practice management, including risk management. <ol style="list-style-type: none"> 3. Ability to lead and coordinate highly effective systemic impact work, such as drafting policy or law reform submissions. Experience coordinating systemic impact work across multiple organisations is highly desirable. 4. Ability to think and act strategically and with integrity to meet client and practice management needs. 5. Ability to work collaboratively to build strong stakeholder relationships and partnerships across sectors. 6. 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. 7. Highly developed ability to listen to, engage with and assist clients experiencing vulnerability and/or disadvantaged. 8. Ability to work autonomously and take initiative to progress program priorities and meet contract deliverables, with limited direction of the Legal Director, ELEP. 9. Community legal education or equivalent experience (training or teaching) including experience coordinating, preparing and delivering high quality, effective presentations or training. 10. Excellent written and oral communication skills and highly developed organisational and administrative skills. <p>Desirable</p> <ol style="list-style-type: none"> 1. A minimum of five years post-admission experience 2. Prior experience in writing successful grant applications and / or securing project funding 3. Prior experience in a project management role and / or strong project management skills and experience. 4. Sound understanding of monitoring and evaluation methodologies.
<p>Mandatory qualifications</p>	<p>Currently hold, or eligible to hold, an unrestricted Practising Certificate which entitles you to practise law in Victoria.</p>

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Other relevant information	<p>The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010. External applicants will have a probationary period of three months.</p> <p>To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). Appointment will be subject to a pre-employment checks including a satisfactory criminal record check.</p> <p>You will be required to apply for and hold a current Working With Children Check.</p> <p>Your primary work location will be the WEstJustice Footscray Branch but may be required to work from the Werribee or Sunshine Branches, or other locations as directed from time to time.</p> <p>You will be required to travel independently to, and work from, other regional and metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.</p> <p>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 include:</p> <ul style="list-style-type: none">• COVID-19 digital certificate (available via your myGov account);• Your immunisation history statement (available via your myGov account); or• A letter from the GP who vaccinated you or provided your exemption. <p>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.</p>
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Last Reviewed: June 2022
Next Review: June 2023