



WESTERN COMMUNITY LEGAL CENTRE LTD
Position Description

Job Title	Lawyer, 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	Program Manager, Employment and Equality Law Program
Term	See Contract
Scope	<p>This role is responsible for providing employment 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. Provide high quality legal services under supervision of the Program Manager and/or a Senior Lawyer, including legal information, advice and casework, for clients in employment and equality law matters.2. Maintain a supervised caseload of routine employment and equality law matters, including in courts, tribunals and anti-discrimination forums.3. Assist and support the EELP Program Managers and Senior Lawyers with delivering legal services and projects, including maintaining project data and contributing to project reporting and governance4. Co-ordinate and deliver community legal education, information and outreach services.5. Supervise volunteers or students where appropriate6. Actively contribute to policy/systemic advocacy work, including law reform or policy submissions.7. Remain informed on contemporary developments in the law, preparing case studies or briefing documents, and update practice management templates, precedents and guides as required.8. Represent the EELP at external networks, working groups and steering committees.

	<ol style="list-style-type: none"> 9. Comply with all relevant laws and standards, including WEstjustice's policies, procedures, risk management processes and best practice guidelines 10. Contribute to WEstjustice and EELP processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice 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 EELP Strategic Plan 2020-2023 (including as amended from time to time or replaced). 13. Other relevant work as directed from time to time.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Sound knowledge of employment and discrimination law, including workplace sexual harassment. 2. Ability to listen to, engage with, and provide holistic legal assistance to vulnerable or disadvantaged clients. 3. Experience contributing to systemic impact work, such as drafting policy or law reform submissions 4. Strong commitment to social justice, community education and engagement, including a strong understanding of the social context of law and the issues faced by communities experiencing vulnerability and/or disadvantage. 5. Ability to think and act strategically and with high integrity to meet clients' needs 6. Ability to work effectively with a range of internal and external stakeholders. 7. Ability to work autonomously and make sound judgements under the supervision and direction of senior employees. 8. Ability to deliver community legal education work under direction. 9. Excellent written and oral communication skills and highly developed organisational and administration skills. <p>Desirable</p> <ol style="list-style-type: none"> 10. Legal practice experience in employment and discrimination law 11. Stakeholder management or engagement experience, including working with diverse communities with complex needs. 12. Experience in a project team or in a project or policy officer role.
Mandatory qualifications	Currently hold, or eligible to hold, a Practising Certificate which entitles you to practise law in Victoria.

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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 with 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).</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 includes:</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: August 2022
Next Review: August 2023*