



WESTERN COMMUNITY LEGAL CENTRE LTD

Position Description SCHADS 7

Job Title	Program Manager, Economic Justice Program
General	
Vision	Westjustice believes in a just and fair society where the law and its processes don't discriminate against people, and where those in need have ready and easy access to legal education, information, advice, casework services, systemic advocacy and reform.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Senior Program Manager, Financial Safety Legal Director, Economic Justice Program
Term	See Contract
Scope	<p>This role is responsible for providing legal supervision and program management in relation to generalist civil law advice (including consumer credit, utilities, debt, insurance, tenancy, and infringements), information, education and casework to women experiencing family violence, and to related client groups experiencing disadvantage.</p> <p>The role involves management of our specialist Financial Safety clinic including the Restoring Financial Safety clinic which operates a team of four lawyers and financial counsellors across two Western Melbourne family violence services, allowing victim-survivors of economic abuse and family violence to assist legal and financial counselling assistance in a supportive wrap-around service.</p> <p>The role is part of the Economic Justice Project (EJP) but you may be provided with the opportunity to work collaboratively with other programs and projects based on service requirements.</p>
Key Responsibilities	
	<ol style="list-style-type: none">1. Assist the Senior Program Manager 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 and Senior RFS Program Manager to 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 work practices. ○ Assistance with reporting requirements and funding opportunities. <ol style="list-style-type: none"> 3. Provide oversight as a Nominated Person with delegated authority from the Legal Director 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. 4. Maintain a small caseload of both routine and complex civil law matters, including in courts, tribunals and anti-discrimination forums (as required) 5. Co-ordinate and deliver community legal education, information and outreach services 6. Assist in policy/systemic impact work, including proactively identifying law reform or policy issues and opportunities to make submissions. 7. Remain informed on contemporary developments in the law and identify opportunities for practice management improvements arising, including updating templates, precedents and guides as directed or required. 8. Develop and maintain effective key stakeholder relationships across the Economic Justice team and broader organisation and represent the EJ at external networks, working groups and steering committees. 9. Comply with all relevant laws and standards, including Westjustice policies, procedures, risk management processes and best practice guidelines. 10. Contribute to Westjustice and EJP processes and systems, practice groups, and internal working groups to ensure we are running an effective legal practice. 11. Support the Legal Director, EJP and Senior Leadership Team to ensure that there is cohesion across the organisation and a positive workplace culture. 12. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups. 13. Contribute to the implementation and review of the Westjustice Strategy 2024-27 14. Other relevant work as directed from time to time.
Qualifications & Skills	

<p>Key Selection Criteria</p>	<p>Mandatory</p> <ol style="list-style-type: none"> 1. Significant legal practice experience and subject matter expertise in civil law, including managing all aspects of casework and case management to a high standard 2. Leadership and management skills, including: <ol style="list-style-type: none"> a. experience managing, coordinating and supervising staff and establishing and monitoring work outcomes; 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. 3. Ability participate in highly effective systemic impact work, such as drafting policy or law reform submissions. 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 victim-survivors of family violence. 7. Highly developed ability to listen to, engage with and assist clients who are 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 and Senior Program Manager. 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 as a lawyer 2. Prior experience in consumer, insurance, banking, energy, telecommunications or other civil law. 3. Prior experience in a project management role and / or strong project management skills and experience.
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	4. Some understanding of monitoring and evaluation methodologies.
Mandatory qualifications	Hold or be eligible for an unrestricted Practising Certificate which entitles you to practise law in Victoria.
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 six 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 Werribee Branch but may be required to work from the Sunshine Branch, 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 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> <p>Please note that in line with the Inclusion Policy of Westjustice's Project Partner McAuley Community Services for Women, eligible applicants should identify as a woman: https://www.mcauley.org.au/wp-content/uploads/2022/05/8.34-Inclusion.pdf</p>

*Last Reviewed: February 2024
Next Review: February 2025*