



**WESTERN COMMUNITY LEGAL CENTRE LTD**  
**Senior Policy & Innovation Officer**  
**Position Description**

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| <b>Job Title</b>                         | <b>Senior Policy &amp; Innovation Officer</b>   |
| <b>General</b>                           |   |
| <b>Vision</b>                            | 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, casework services, systemic advocacy and reform.  |
| <b>Purpose</b>                           | To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.   |
| <b>Reports to</b>                        | Director, Policy & Innovation Program   |
| <b>Term</b>                              | Ongoing   |
| <b>Scope</b>                             | You will work with the Policy & Innovation Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.   |
| <b>Key Responsibilities/Expectations</b> |   |
|  | <ul style="list-style-type: none"><li>• Coordinate and actively contribute to the organisation's policy, advocacy and systemic impact work, under general direction from the Director Policy &amp; Innovation.</li><li>• Work with teams to identify budget, policy and advocacy priorities to develop budget submissions, research, and other relevant work.</li><li>• Manage tracking and reporting of Westjustice's systemic impact work through regular reporting and the Systemic Impact Working Group.</li><li>• Develop and maintain key stakeholder relationships across the Policy &amp; Innovation Program and broader organisation (where relevant).</li><li>• Assist to develop, maintain, monitor and evaluate innovative programs that seek to address the paradigm of disadvantage and unmet legal need through client-centred services, programs and reform agendas.</li><li>• Assist in the development of media and communications to publicise Westjustice's services and advocacy work, including written media, social media and website pieces.</li><li>• Contribute to internal WEstjustice practice groups, working groups and external networks and steering committees, with a focus on those relevant to the Policy &amp; Innovation team.</li><li>• Comply with all relevant laws and standards, including WEstjustice policies, procedures and guidelines.</li><li>• Establish and maintain best practice and ensure work is of sufficient quality and standard.</li><li>• Contribute to the monitoring and evaluations framework.</li><li>• Support the senior management team to ensure that there is cohesion across the organisation and a positive workplace culture.</li><li>• Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups</li></ul> |

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|                                    | <ul style="list-style-type: none"> <li>• Work with the CEO, Director of Policy &amp; Innovation, and senior management team to ensure continuity of funding and contribute to the development and review of the Westjustice Funding Strategy.</li> <li>• Assist with the implementation and review of the WEstjustice Strategy 2020-23, Impact Areas 2020-23 and the Policy &amp; Innovation Strategy 2020-23.</li> <li>• Other relevant work as directed.</li> </ul>   |
| <b>Qualifications &amp; Skills</b> |   |
| <b>Key Selection Criteria</b>      | <p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience, as a subject matter expert and the ability to coordinate WEstjustice’s systemic impact work.</li> <li>• Demonstrated ability to work strategically and collaboratively to build strong stakeholder relationships and partnerships across sectors, to assist our clients.</li> <li>• Ability to coordinate and supervise the work of pro bono lawyers, volunteers and students.</li> <li>• Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities.</li> <li>• Highly developed ability to listen to, engage with, and assist vulnerable and/or disadvantaged clients.</li> <li>• Excellent organisation, communication and administrative skills.</li> <li>• Demonstrated understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Unrestricted practicing certificate with substantial experience working in relevant areas of legal practice.</li> <li>• Demonstrated understanding of high-quality legal practice management including compliance with NACLC Risk Management Guide and the implementation of best practice guidelines.</li> <li>• Prior experience in media, communications and social media work.</li> <li>• Prior experience in writing successful grant applications and / or securing project funding and / or developing and managing budgets.</li> <li>• Prior experience in a project management role and / or strong project management skills and experience.</li> </ul> |
| <b>Other relevant Information</b>  |   |
|                                    | <ul style="list-style-type: none"> <li>• The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010.</li> <li>• External applicants will have a probationary period of six months.</li> <li>• 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).</li> <li>• Appointment will be subject to a pre-employment checks including a satisfactory criminal record check.</li> </ul>   |

# WEstjustice

- You will be required to apply for and hold a current Working With Children Check.
- 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.
- 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.
- WEstjustice is committed to providing a working environment without risk to the health of employees under the Occupational Health and Safety Act 2004 (Vic).
- The successful candidate will need to provide proof that they have been vaccinated against COVID-19 or have an exemption.
- Acceptable evidence include:
- 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.

*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/aboutus>.*

*Last Reviewed: 30 November 2022*

*Next Review: 1 July 2023*