

WESTERN COMMUNITY LEGAL CENTRE LTD
Legal Director, Family Violence & Family Law Program
Position Description

Job Title	Legal Director, Family Violence & Family Law Program
General	
WEstjustice 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.
WEstjustice Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Chief Executive Officer
Term	TBA
Scope of the role	The Legal Director of the Family Violence & Family Law Program is part of the WEstjustice senior management team. They are responsible for leading our innovative family violence and family law programs, services and clinics to provide access to justice whilst also addressing the underlying causes and effects of disadvantage and systemic impact reform. They work with a cohesive high performing senior management team to ensure that Westjustice achieves its purpose, vision and strategic priorities.
Key responsibilities	<ul style="list-style-type: none"> • Lead, develop and maintain innovative programs that seek to address the paradigm of disadvantage and unmet legal need for people experiencing family violence through client centred services, programs and reform agendas. • Continue to evolve the overall strategy and systemic impact agenda including strategic multidisciplinary partnerships at accessible 'in situ' locations. • Oversee all programs and initiatives within the Family Violence & Family Law Program and integration across the organisation. • Lead the practice management requirements including high level overview of all legal advice, case work, legal education and compliance with the professional standards, accreditation requirements and Risk Management Guide. This may include management of Trust Accounts. • Maintain, monitor and review compliance with all relevant laws and standards, including WEstjustice policies, procedures and guidelines. • Establish and maintain best practice and ensure work is of excellent quality and standard. • Ensure that the Family Violence & Family Law Program Team has sufficient resources to perform their roles and responsibilities effectively and lead the recruitment and induction of new team members. • Oversee the performance of the Family Violence & Family Law Program Team ensuring that workplans are developed and met. • Monitor overall satisfaction, engagement and wellbeing of the Family Violence & Family Law Program Team. • Collaborate with the senior management team to ensure that there is cohesion across the organisation and a positive workplace culture. • Provide supervision, support, advice and mentoring to Program Managers (line managers) and ensure that they are suitably qualified and equipped to manage their teams. • Manage the Family Violence & Family Law Program budget and financials to ensure that the program is well funded, and priorities are met.

	<ul style="list-style-type: none"> • Oversee development, funding and grant opportunities and contribute to the organisation’s annual funding strategy. • Lead and/or make a significant contribution to internal WEstjustice practice groups, working groups and external networks and steering committees. • Oversee volunteer and student programs, community development projects, legal needs analysis, and engagement strategies in conjunction with the Director of Community Development, Education and Engagement. • Lead and/or make a significant contribution to policy/systemic impact work as directed. • Lead the review and maintenance of the Family Violence & Family Law Program monitoring and evaluations framework. • Manage key stakeholder relationships across the Family Violence & Family Law Program and broader organisation (where relevant). • Work with the CEO and senior management team to ensure continuity of funding and contribute to the development and review of the Westjustice Funding Strategy. • Assist with the implementation and review of the WEstjustice Strategy 2020-23, Impact Areas 2020-23 and the Family Violence & Family Law Program Strategy 2020-23. • Other relevant work as directed.
<p>Key selection criteria</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Law degree and extensive (minimum of 7 years) relevant experience and theoretical knowledge. • Eligible to hold a Principal Practicing Certificate. • Extensive experience in family violence and family law practice. • Relevant experience working with people experiencing family violence. • Demonstrated experience (minimum of 3 years) in a leadership role, and substantial experience in a policy development or influencing role including: <ul style="list-style-type: none"> ○ Experience in leading a team or impact area, including management and supervision of program managers, senior and junior staff. ○ Expertise in handling and resolving challenging situations or issues. ○ Capability to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace. ○ Ability to work autonomously with limited direction from the CEO. • Ability to set and deliver work outcomes. • High level of organisational awareness and understanding of political processes. • Demonstrated ability to work collaboratively and confidently to engage with a diverse range of stakeholders and to build strong partnerships. • Strong commitment to social justice and community engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities. • Highly developed ability to engage with, communicate with and assist vulnerable and/or disadvantaged clients. • Ability to coordinate and supervise the work of volunteers and students. • Sound time management skills and ability to deal with competing priorities under pressure. • Demonstrated experience in specialist writing, editing and communication skills. • Excellent organisation and communication skills.

	<ul style="list-style-type: none">• Demonstrated understanding of, and commitment to, WEstjustice's Vision, Purpose, Strategy and Impact Areas. <p>Desirable:</p> <ul style="list-style-type: none">• Prior experience in securing project funding and developing and managing budgets, or ability to demonstrate a capacity.• Exceptional analytical and conceptual thinking skills with an ability to analyse the causes of legal issues and to think flexibly, innovatively and "outside the square".• Accredited specialisation in family law.
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*Last updated: 26 May 2020
To be revised: 26 May 2021*