

Managing Lawyer – LGBTIQ Legal Service

Position description

Position title	Managing Lawyer, LGBTIQ Legal Service
Position reports to	Chief Executive Officer
Position works in close collaboration with	Principal Lawyer[s] Health justice partners
Employment status	Fixed term for two years
Hours	38 hours per week (1.0 FTE)
Salary	Pro rata of \$96,163 per annum, plus 9.5% superannuation, annual leave loading and generous salary packaging options
Award	Social Community Home Care & Disability Services (SCHADS) Award, level 7
Location	161 Chapel Street, St Kilda, and various partnership sites (remote during COVID-19 restrictions)
Closing date	9:00am Monday 24 th August 2020
For further information	Mel Dye, CEO, Mobile 0402486048

Key responsibilities

The key objectives of the position include:

- responsibility for the management of the LGBTIQ Legal Service as a Responsible Person under the Risk Management Guide
- ensure the LGBTIQ Legal Service meets strategic aims, business objectives, funding requirements and the changing needs of the LGBTIQ community
- provide direct line-management, supervision and support to staff of the LGBTIQ Legal Service
- supervise or delegate responsibility for supervision of volunteers of the LGBTIQ Legal Service
- provide targeted legal advice and discrete casework, particularly for complex cases or matters involving strategic litigation
- identify casework trends and systemic issues impacting LGBTIQ clients and engage in various initiatives – including projects, law reform and advocacy activities – to address these issues

- develop and maintain collaborative relationships with key partners and stakeholders
- develop resources and deliver training promoting the legal rights of LGBTIQ people
- participate in working groups and committees about the legal rights of LGBTIQ people
- assist with the governance, funding, reporting and evaluation requirements of the LGBTIQ Legal Service including reports for the SKLS Board and funders
- Perform other duties as directed and necessary to the proper performance of the role.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of St Kilda Legal Service.

Key selection criteria

Qualifications	<ul style="list-style-type: none"> • Admitted or eligible for admission as a legal practitioner in Victoria and hold an unrestricted practising certificate.
Experience	<ul style="list-style-type: none"> • Five years' post admission legal practice experience or significant other relevant prior experience • The following areas of expertise and skills considered an advantage: discrimination, family violence, VOCAT, tenancy, employment law, criminal law, change of name/sex marker • Experience working, volunteering or participating in the community sector • Experience managing people and leading teams • Demonstrated stakeholder engagement experience, preferably in the health and/or legal sectors.
Knowledge, skills & attributes	<ul style="list-style-type: none"> • A strong commitment to social justice, especially responding to the legal needs of people who identify as LGBTIQ • Demonstrated knowledge and understanding of the LGBTIQ community • High levels of motivation, drive, flexibility and commitment to delivering a high-quality legal service • High level of communication and negotiation skills with a demonstrated ability to use those skills to build relationships with diverse clients and stakeholders • Demonstrated ability to work independently as well as collaboratively within multi-disciplinary teams • Demonstrated ability to stay focussed under pressure and appropriately prioritise competing demands • A commitment to SKLS's objectives and values.

Employee benefits

St Kilda Legal Service offers employment benefits including salary packaging (making part of your salary tax-free), annual leave loading of 17.5%, bonus leave between Christmas Day and New Years' Day, flexible working arrangements and opportunities for professional development.

Important information

For further information about the LGBTIQ legal service please visit <https://lgbtiqlegal.org.au/>

The application process is as follows:

- Address applications to Mel Dye, Chief Executive Officer, and should comprise a one page cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria.
- Email applications to jobs@skls.org.au as a **single word or PDF file** including "Managing Lawyer, LGBTIQ Legal Service via Ethical Jobs" in the email subject line.
- Applications close **9:00am on Monday 24 August 2020.**