

PROJECT MANAGER

POSITION NAME	Project Manager (Safer Legal Systems)
CLASSIFICATION LEVEL	Level 8/9 SACS Award \$105,377 - \$114,582 pro-rata
REPORTS TO	Chief Executive Officer
TENURE	Fixed term contract to 30/06/2024, with possible extension
HOURS	Full-time with part-time arrangements considered
DATE CREATED	August 2022

ABOUT

WOMEN'S LEGAL SERVICE WA

Women's Legal Service WA is a specialist gender-specific community legal centre, providing trauma-informed services to women around Western Australia who are financially disadvantaged, prioritising assisting women who have or are experiencing family violence. In addition to poverty and family violence, WLSWA clients live with multiple vulnerabilities and complex unmet social and legal needs that creates additional barriers to accessing justice.

WLSWA practice areas include family law, child protection and care matters, family and domestic violence and criminal injuries compensation. The specialised legal services provided by WLSWA ensure that clients access a single legal service, that is responsive to their different legal needs. Assistance is tailored to ensure continuity in support and mitigate re-traumatising clients with a high complexity of legal and social issues.

WLSWA aims to empower WA women to make informed legal choices and participate fully in legal processes. WLSWA also advocates and fosters legal and social change through a range of strategic activities, including community legal education and policy reform.

POSITION

OVERVIEW

The WLSWA leadership comprise a Chief Executive Officer, Principal Legal Officer and Finance and Operations Manager. The Project Manager reports to the Chief Executive Officer.

The Project Manager, Safer Legal Systems, will build the capabilities of the community legal service and stakeholder sector through mapping women and children's pathway in the family violence and legal systems and developing and implementing risk screening practices and strategies to promote cross-sector safety and accountability.

RESPONSIBILITIES

Project work

- ✚ Review and collate family and domestic violence risk assessment and management tools and processes in a community legal centre setting.
- ✚ Partner with CLCs and other stakeholders to improve these resources and approaches and that adhere to the principles provided in the WA Common Risk Assessment and Risk Management Framework.
- ✚ Develop a plan to implement or upgrade FDV risk assessment and management in a CLC setting, including supporting lawyers and other staff to develop individualised and shared strategies.
- ✚ Map client pathways in legal service systems and identify where risk is elevated.
- ✚ Harness mechanisms to share information to reduce risks, including reviewing relevant professional codes and identifying and documenting different agency perspectives.
- ✚ Engage with stakeholders to build collective understandings and approaches.
- ✚ Establish and convene a Community of Practice and/or service delivery and lived experience forums as needed.
- ✚ Develop and deliver training to CLCs that extends workforce capacity and confidence in FDV risk mitigation.
- ✚ Continue to collaborate and evolve systems to promote women's safety.
- ✚ Establish pathways for input from women with lived experience during the Project.
- ✚ Support the evaluation of the Project, including lessons learned and recommendations.

Sector

- ✚ Assist in the establishment and continuation of wider networks and referral pathways and partnerships to achieve effective service delivery for WLSWA clients.
- ✚ Participate and represent WLSWA in relevant networks and forums, as directed.
- ✚ Participate in raising awareness about law reform and related issues, as directed.
- ✚ Remain abreast of current trends and practices in the family violence, community service and legal sectors, as well as broader issues impacting women.

Operations

- ✚ Monitor the progress of the Project and ensure key milestones are met.
- ✚ Provide regular Project updates to the Chief Executive Officer and Principal Legal Officer.
- ✚ Assist with the preparation of submissions to government and stakeholders with respect to policy and reform, as directed, as well as regular reports to funding bodies.
- ✚ Assist in preparing content for social media publications and platforms, WLSWA website, fact sheets, newsletter articles and so on, as needed.
- ✚ Ensure compliance with the Policies and Procedures of WLSWA.
- ✚ Always maintain a collaborative teamwork approach.
- ✚ Other duties as directed.

SELECTION

CRITERIA

Qualifications, knowledge and experience

- ✚ Tertiary qualifications in human services and/or evidence of equivalent experiences.
- ✚ Capabilities in overseeing or managing community service sector project/s.
- ✚ Demonstrated contributions to strategic initiatives and policy reforms relevant to the Project.
- ✚ Exceptional understanding of the intersection of family violence, community service and legal sector systems.
- ✚ Knowledge of relevant agencies and referral pathways for women accessing supports in the Western Australian legal and community services sector.
- ✚ Efficacy in networking and establishing and maintaining partnerships with key stakeholders in the community services sector.
- ✚ Excellent written and oral communication skills.

Organisational Fit

- ✚ Ability to work autonomously with minimal supervision, including managing priorities and competing demands in a fast paced and changing environment.
- ✚ Excellent problem-solving skills with capacity for creative thinking and inclusive planning.
- ✚ Able to travel to regional areas as needed for Project work.
- ✚ Ability to work constructively and collaboratively in a team environment, and actively participate in all WLSWA activities.
- ✚ Demonstrated commitment to social justice and other WLSWA values.
- ✚ Competence using Microsoft Word and Outlook.
- ✚ Current National Police Clearance.

Highly Desirable

- ✚ Tertiary level research experience.
- ✚ Current 'C' Class WA Driver's Licence.