

Position Description

Position Title	Senior Lawyer – Education and Engagement
Position Status	Full-time or Part Time – negotiable (minimum 0.8FTE) / Fixed term for 12 months, with possibility of extension
Salary	\$100K to \$120K (depending on skills and experience) + salary packaging and superannuation
Award Classification	SCHADS Modern Award 5
Position Reports to	Reports to: Director – Education and Engagement (with the legal practice component of the role to be supervised by Director of Legal and Policy)
Position Supervises	Nil
Date Reviewed	Jan 2023

Women's Legal Service Victoria

Women's Legal Service Victoria is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society, driving systemic change and advocating for solutions for equality, safety and economic security. We are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. We use our experience to inform our policy, law reform and education work.

Women's Legal provides legal services within a multi-disciplinary and trauma-informed practice in the areas of family law, family violence, victims of crime, migration and child protection. Our model incorporates social work and financial counselling to provide wrap-around support to our clients.

Our culture

We are committed to our vision of building a gender equitable society

- We are passionate, collaborative and solution-focused
- We work alongside women experiencing disadvantage, to promote their rights to live free from violence, and make informed choices about their lives
- We work in a way that is woman-focused, engaging and supporting the whole person and appreciating the complexity of her situation

About the Education and Engagement team

Our Education and Engagement team comprises of Education and Engagement Coordinators, Lawyers and Administrators.

The Education and Engagement team helps to build a gender equitable country through:

Primary Prevention – working with legal and justice stakeholders sector-wide to rectify the gendered

drivers of violence against women

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Early Intervention – through peer and community education to strengthen a women’s ability to make informed decisions

Tertiary Response – through professional training programs that build professionals’ and organisations’ ability to respond to women’s needs.

About our Legal and Policy teams

Our Legal and Policy teams comprise lawyers, policy managers, social workers, financial counsellors, paralegals, and administrators. We provide legal advice and ongoing representation, together with wraparound supports, to women experiencing significant disadvantage in the areas of family law, family violence, child protection, migration and victims of crime assistance. Our direct client work informs our cross-jurisdictional policy and law reform work.

Position Objectives

To develop and deliver best practice training, legal education, and community and sector development programs that build the capacity of professionals and communities to respond appropriately to the needs of women experiencing relationship breakdown or violence.

Key Responsibilities

- Work collaboratively with other members of the Education and Engagement team and other Women’s Legal staff to develop evidence-based and best practice training and education programs, including working on the development of eLearning packages
- Support and mentor community legal centre lawyers to develop their legal skills and capacity, consistent with WLSV organisational values, goals and professional obligations
- Maintain a caseload of legal matters to assist capacity building responsibilities in family violence, family law and/or child protection and appear as a duty lawyer in court.
- Collaborate with partner organisations to deliver programs that meet the legal needs of women experiencing family violence and relationship breakdown
- Work collaboratively with staff from across Women’s Legal to develop an integrated approach to the achievement of the organisation’s goals

Other

- Participate effectively in organisational strategic planning initiatives and projects to advance WLSV
- Perform other duties as directed and necessary to the proper performance of the role

Position Requirements

1. Skills, Knowledge and Behaviour

The following skills are required to be demonstrated:

- Excellent stakeholder engagement
- Excellent supervision skills, utilising a strengths based approach, together with education and engagement team and/or WLSV legal leadership teams to continuously improve and reflect on supervision and leadership skills
- Advanced skills in managing an ongoing caseload in family law, family violence and/or child protection
- Experience and/or ability to mentor and support other lawyers
- Ability to foster cooperation and assistance in working relationships with other staff and the family violence and legal assistance sectors
- High level oral and written communication skills, with demonstrated ability to communicate effectively with staff, clients, external stakeholders and organisations
- High level ability to maintain consistent standards of quality service while working independently and efficiently
- Demonstrated ability to be flexible, particularly whilst working in an environment of change
- Advanced ability to sensitively communicate with a diverse range of people whilst having understanding and empathy for their complex needs

2. Qualifications and Experience

The following qualifications and experience are required for the position:

- Eligible for admission to the legal profession as an Australian Legal Practitioner
- A minimum of 5+ years post admission experience in family law, family violence and/or child protection law, including experience in litigation
- Experience working with women experiencing family violence
- Experience in litigation and court advocacy in the Family Court/Federal Circuit Court, Magistrates Court and/or Children's Court

Shared Organisational Responsibilities

Women's Legal Service Victoria (Women's Legal) has the following expectations of all employees:

Values and Behaviours	<p>Women's Legal works within a feminist framework, which means that we work:</p> <p>Alongside women, promoting 'power with' or 'power for' our clients, rather than being complicit in a legal system that maintains 'power over' our clients</p> <p>In a way that is woman-focussed, engaging the whole person, appreciating the complexity of her situation and supporting women to address <i>all</i> of their needs</p> <p>As part of a movement for social change to challenge the social, political, economic and legal structures that oppress women. We work as equal partners with everyone with whom we work, recognising their strengths and unique contributions. We take up a leadership role, when we can be most effective by engaging or influencing others</p>
	<p>It is through this framework, that high quality services are delivered to clients. It also defines how we treat each other as employees.</p> <p>Employees have an important role to play in upholding WLSV's ethics and values, including the Code of Conduct.</p>
Safe Workplace Actions	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
Policies and Procedures	<p>The responsibilities of this position are completed in line with all WLSV policies related to the position.</p>
Legislative Framework	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's team.</p>

Equal Opportunity Employer

Women's Legal Service Victoria is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for positions within our organisation. It is a key priority of our Reconciliation Action Plan to support principles of self-determination by increasing Aboriginal employment at Women's Legal. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of Aboriginal and Torres Strait Islander people in achieving a culturally safe and responsive service for our clients.

Child Safety

Women's Legal Service Victoria is committed to protecting children and vulnerable people who have

contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment, and maintained for the duration of their employment.

COVID-19 Vaccination Policy

WLSV is committed in protecting employees, volunteers, students, clients and others associated with WLSV, and the broader community, from infection and to help the organisation manage the spread of COVID-19. It's a condition of employment, as per our internal policy and procedure that all employees must be fully vaccinated against COVID-19 – which includes the booster (3 doses), and able to provide evidence of this (unless you have an exemption).

National Criminal History Check

It is a condition of employment for all staff to procedure a current National Criminal History Check.