

Position Description

| | |
|-----------------------------|--|
| Position Title | Senior Lawyer |
| Position Status | Full-time to Part Time (minimum 0.8FTE) / Fixed term until 30 June 2025 |
| Salary | \$100K - \$120K (depending on experience) per annum (PRO RATA) + salary packaging + superannuation |
| Award Classification | SCHADS Modern Award 5 |
| Position Reports to | Managing Lawyer |
| Position Supervises | Nil |
| Date Reviewed | January 2023 |

About 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.

WLSV 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 into our legal service 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.

Position Objectives

The Senior Lawyer will provide high quality legal advice and representation to women experiencing disadvantage.

The Senior Lawyer will conduct complex family law (property and parenting) and/or child protection and/or migration matters and/or victims of crime assistance for women experiencing family violence

and disadvantage which will include litigation, appearances in court (other than trials), mediation and family dispute resolution in the areas.

Due to the complexity of the legal issues faced by our clients, the Senior Lawyer will be expected to work as an integrated model of service, with all practice areas.

The Senior Lawyer role may be expected to provide mentoring and support to other lawyers within the team and support to the Managing Lawyer.

This role will contribute to the Legal & Policy team's strategic advocacy priorities and outcomes.

Key Responsibilities

1. Legal and policy

- Maintain a high and complex caseload of legal matters in family violence. In your practice area(s), you will also maintain a high and complex caseload spanning family law, family violence, migration, child protection and victims of crime assistance.
- Conduct complex litigation files and participate in dispute resolution with strategic direction from the managing lawyer
- Provide high level legal advice and representation through WLSV's other service delivery programs
- High level client management skills and experience, working with social workers and financial counsellors
- Work collaboratively with policy staff to address systemic issues in law and policy, including through strategic casework
- Work constructively with administration, paralegals, volunteers and students to progress legal and policy work
- Contribute to the development and monitoring of Legal & Policy Team priorities and outcomes

2. Mentoring

- Mentor and support other lawyers to develop their legal and practice management skills
- Lead with empathy, providing feedback in a constructive way and work to build a culture where others feel heard and respected
- Work alongside junior lawyers on complex files
- Be available to other lawyers for legal questions and debriefing needs
- Share knowledge and legal expertise at internal meetings and training with both legal and non-legal staff members
- Occasionally mentor lawyers from other Community Legal Centres as part of our Family Law Access Program
- Assist in the induction of new lawyers during the rostered shadowing and reverse shadowing duties – using those to be teaching moments and giving constructive feedback

3. Organisation

- Work cooperatively with all staff members to advance WLSV and strengthen its integrated service delivery model
- Work with our Education and Engagement team to support development and delivery of internal and external training

- Develop and strengthen external relationships and networks
- Participate effectively in organisational strategic planning initiatives and projects
- Contribute to a healthy, productive group culture where work practices, decision making and behaviour reflect WLSV's feminist philosophy and values.

4. General

- Perform other duties as directed and necessary for the proper performance of the role

Position Requirements

1. Skills, Knowledge and Behaviour

The following skills are required to be demonstrated:

- High level experience in court advocacy and in the preparation of cases involving family law and family violence issues and/or child protection issues and/or victims of crime assistance
- Advanced skills in managing an ongoing caseload in family law and/or child protection and/or victims of crime assistance including experience working with victims of family violence
- High level experience and knowledge in all aspects of casework
- Excellent time management skills
- High level ability to maintain consistent standards of quality service while working independently and efficiently
- Experience and/or ability to mentor and support other lawyers
- Ability to foster cooperation and assistance in working relationships with other staff
- High level oral and written communication skills, with demonstrated ability to communicate effectively with staff, clients, external stakeholders and organisations
- 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:

- Hold or be eligible to hold an unrestricted practising certificate
- A minimum of four years post admission experience in family law and/or child protection law and/or victims of crime assistance, in particular in litigation
- Experience in litigation and court advocacy in the Federal Circuit and Family Court of Australia, Magistrates Court, Children's Court and/or Victims of Crime Assistance Tribunal
- Experience with working with women experiencing family violence

Shared Organisational Responsibilities

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

| | |
|---------------------------------------|--|
| <p>Values and Behaviours</p> | <p>WLSV 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> |
| <p>Safe Workplace Actions</p> | <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> |
| <p>Policies and Procedures</p> | <p>The responsibilities of this position are completed in line with all WLSV policies related to the position.</p> |
| <p>Legislative Framework</p> | <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 from Aboriginal and/or Torres Strait Islander communities, women with disabilities, and women from migrant or CALD backgrounds strongly encouraged to apply.

Women’s Legal Service Victoria (WLSV) 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 WLSV. 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 (WLSV) 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.