

Position Description

Position Title	Lawyer
Position Status	Full-time to Part Time (minimum 0.8FTE) / Fixed term until 30 June 2025
Salary	\$90K - \$100K (depending on experience) per annum (PRO RATA) + salary packaging + superannuation
Award Classification	SCHADS Modern Award 4
Position Reports to	Managing Lawyer
Position Supervises	Nil
Date Reviewed	January 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.

WLSV provides legal services within a multi-disciplinary and trauma-informed practice in the areas of family law, family violence, victims of crime, migration, child protection and victims of crime assistance. 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 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

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

The Lawyer will conduct 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 Lawyer will be expected to work as an integrated model of service, with all practice areas.

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

Key Responsibilities

1. Legal and policy

- Maintain a high caseload of legal matters in family violence. In your practice area(s), you will also maintain a high caseload spanning family law, family violence, migration, child protection and victims of crime assistance.
- Provide legal advice and representation through WLSV's other service delivery programs
- 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. Organisation

- Work cooperatively with all staff members to advance WLSV and strengthen its integrated service delivery model
- 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.

3. 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:

- 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
- High level experience and knowledge in all aspects of casework
- Ability to maintain consistent standards of quality service while working efficiently and completing tasks within limited time constraints

- Excellent time management skills
- 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:

- Eligible for admission to the legal profession as an Australian Legal Practitioner
- A minimum of two years post admission experience in family law and/or child protection law and/or victims of crime assistance, in particular in litigation

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>

COVID-19 Vaccination	WLSV encourages staff to follow Australian Government advice about reducing the spread of COVID-19. There are some locations where WLSV staff work, such as health services or courts, which may have vaccination requirements for workers. It is the responsibility of WLSV staff to ensure that they are able to meet these requirements to undertake their work duties.
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Equal Opportunity Employer

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.

National Criminal History Check

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