

Position Description

Position Title	Director – Education and Engagement
Position Status	Full-time or Part Time (minimum 0.8FTE) / Ongoing
Salary	\$140,000 per annum (pro rata) + salary packaging + superannuation
Award Classification	SCHADS Modern Award Level 7
Position Reports to	CEO
Position Supervises	Managers – Education and Engagement (X2) Team Administrator Senior Lawyer – Family Law Capacity Building
Date Reviewed	May 2023

Women’s Legal Service Victoria

Women’s Legal Service Victoria (WLSV) 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 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 a range of professionals including lawyers, education, social policy, project coordination and administrative staff.

Our purpose is 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.

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

- Primary Prevention – working with legal and justice stakeholders sector-wide to rectify the gendered drivers of violence against women;
- Early Intervention – through peer and community education to strengthen a women’s ability to make informed decisions; and
- Tertiary Response – through professional training programs that build professionals’ and organisations’ ability to respond to women’s needs.

Position Objectives

The Director Education and Engagement is responsible for ensuring WLSV’s reputation as a leading provider of specialised legal education, through the development, execution and review of strategy, policy, plans, and strategic partnerships and collaborations. The Director will lead a high performing team, developing and strengthening the knowledge and capability in legal education delivery at WLSV.

As a member of the Executive Management Team (EMT), the Director Education and Engagement will also provide leadership and strategic direction to the organisation and contribute to achievement of the WLSV strategy.

Key Responsibilities

Leadership and Supervision:

- Actively contribute to driving WLSV’s priorities, and strategy, as a member of the EMT;
- Work closely with the CEO and the EMT to develop and implement the agreed vision for Education and Engagement at WLSV;
- Lead and support the Education and Engagement team in the delivery of high-quality programs and projects;
- Take a collaborative approach with the Education and Engagement Team, to develop, document and monitor team priorities and outcomes;
- Oversee the use of best practice in education delivery, including ensuring that all team members are skilled in current best practice methods;
- Nurture a healthy, productive group culture where work practices, decision-making and behaviour reflect WLSV’s feminist philosophy and values; and
- Facilitate teamwork and nurture conditions for individual and collective learning.

Program Management:

- Oversee the management, development and review of programs and projects, to ensure their quality and that they are meeting objectives;
- Oversee the management, development and review of legal resources developed, to ensure their quality and legal accuracy;
- Oversee the education and training programs provided, to ensure that funding agreements and associated criteria are met’
- Continuously improve the WLSV Education and Engagement program, using a variety of methods; and
- Liaise with WLSV staff and external stakeholders to identify potential audiences, topics and

new innovations in education that WLSV could incorporate.

Stakeholder and Community Engagement:

- Provide leadership, representation and a positive organisational profile for WLSV with the legal assistance sector, government, other stakeholders and the broader community;
- Actively foster effective relationships with external stakeholders to improve relevance of and participation in WLSV's Education and Engagement programs and projects;
- Actively source funding to further develop WLSV's Education and Engagement programs and projects; and
- Represent WLSV at relevant meetings, conferences and other activities as required.

Other:

- Participate effectively in organisational strategic planning initiatives and projects;
- Undertake identified professional development activities;
- Support all reporting and acquittals to funding bodies as required; and
- Perform other duties as directed and necessary to the proper performance of the role.

Position Requirements

Skills, Knowledge and Behaviour

- Highly developed interpersonal, people management, and leadership skills;
- Strong knowledge of the nature and dynamics of family violence, including knowledge of the legal system in areas of family law and relationship breakdown;
- Demonstrated high level skill in developing and delivering high quality legal education programs to a variety of audiences;
- Sound understanding of gender equality and primary prevention of violence against women;
- Demonstrated ability to build effective relationships with key stakeholders and to think and act strategically;
- Commitment to continuous learning and development, including a growth mindset; and
- Demonstrated knowledge of the community legal sector workforce (desirable).

Qualifications

- Cert IV in Training and Assessment (or extensive experience in development and delivery of adult learning programs); and
- Eligible for admission to the legal profession as an Australian Lawyer (desired only).

Shared Organisational Responsibilities

WLSV has the following expectations of all employees:

<p>Values and Behaviours</p>	<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>
<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>
<p>COVID-19 Vaccination</p>	<p>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.</p>

Equal Opportunity Employer

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. We 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

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 current 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 provide a current National Criminal History Check.