

Position Description

Position Title	Senior Policy Adviser – Women's Legal Services Australia
Position Status	Part-time to full-time 0.8-1 FTE / Ongoing
MEA Classification	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Social and Community Services Employee, Level 6
Position Reports to	Executive Director, Women's Legal Services Australia
Position Supervises	Nil
Date Reviewed	December 2025

About Women's Legal Services Australia

Women's Legal Services Australia (WLSA) is the national peak organisation for 13 specialist Women's Legal Services across every state and territory. Our mission is to promote a legal system that is safe, supportive, non-discriminatory and responsive to the needs of women, particularly victim-survivors of gender-based violence. WLSA members also offer services to trans and gender diverse people who have experiences of oppression.

WLSA's purpose is to:

- Engage in national advocacy for policy, law reform and systemic change to achieve justice, safety and equality for women.
- Build the capacity of Women's Legal Services to deliver gender-specialist, integrated legal services for women.
- Create collaborative spaces for the network of Women's Legal Services to work together, learn from each other and develop best practice in the delivery of high-quality services.

WLSA members work within a collaborative feminist framework.

About Women's Legal Service Victoria

Women's Legal Service Victoria (Women's Legal) is a specialised and state-wide organisation that has been providing legal services and support to women since 1982. Informed by our intersectional feminist framework, we improve the legal system for victim-survivors of family and sexual violence through our integrated legal service, capacity

building, advocacy and law reform. Our vision is for women and non-binary people to live free from violence and discrimination in a gender equitable society.

Women's Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting our staff to build skills and knowledge and valuing the diverse expertise brought into our organisation.

WLSA operates as a program of Women's Legal and as such Women's Legal will employ this role. Women's Legal recognise our work benefits greatly from the unique knowledge, skills and expertise of individuals with diverse experiences, including those with lived experience of family and/or sexual violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee or non-English speaking backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the Equal Opportunity Act to employ women only. Employees are required to provide a National Criminal History Check upon commencing employment.

POSITION OBJECTIVE

A newly created position, the Senior Policy Adviser will work closely with the WLSA Executive Director (ED) to enhance WLSA's national impact, advocating for justice, safety and equality for women and non-binary people, particularly victim-survivors of gender-based violence.

This role will work closely with WLSA's members to identify evidence-based solutions, develop collaborative advocacy strategies and execute those in inclusive and adaptive ways, always focusing on the lived experiences of the women and non-binary people that WLSA members work with. The role will also support capacity-building and knowledge-sharing projects that members identify as a priority.

KEY RESPONSIBILITIES

Policy and Advocacy

- Analyse policy, laws and systems informed by the expertise of WLSA members and lived experience of the women and non-binary people that they work with;

- Coordinate research and knowledge-sharing projects to help build the evidence base and inform advocacy and capacity building projects;
- Develop sophisticated and collaborative advocacy strategies to achieve justice, safety and equality for women and non-binary people in WLSA's identified priority areas;
- Prepare compelling briefs and other materials for government, WLSA members, and broader sector engagement;
- Research and draft submissions to government and parliamentary inquiries; and
- Monitor government, media and public debate to identify opportunities to drive policy, legislative and systemic change.

Stakeholder Engagement and Coordination

WLSA members

- Work closely with WLSA members to harness data insights and learnings from client experiences to build consensus around reform goals and advocacy strategies;
- Support the coordination of WLSA member meetings, including secretariat support for WLSA's policy committees and communities of practice; and
- Coordinate WLSA capacity-building and knowledge-sharing projects.

External stakeholders

- Represent WLSA in a range of forums, including consultative and advisory committees;
- Build and maintain relationships of trust with key stakeholders, including government representatives; and
- Collaborate with stakeholders across the legal assistance sector and specialist domestic, family and sexual violence sector.

General

- Contribute to a healthy, productive team culture where work practices, decision making, and behaviour reflect Women's Legal's intersectional feminist framework and values; and
- Perform other duties as directed and necessary to support a small team and ensure the smooth operation of WLSA as a peak body.

KEY SELECTION CRITERIA

Skills, Knowledge and Behaviour

- Demonstrated commitment to intersectional feminist values and social justice;
- Experience in developing and delivering impactful policy or law reform strategies;
- Ability to think strategically about opportunities for influence; identify and analyse problems; and to collaboratively develop recommendations for reform;
- Excellent written and verbal communication skills, including the ability to work with key stakeholders to prepare and present written information in a compelling form;
- Excellent interpersonal and conflict resolution skills, including the ability to build relationships of trust and to achieve consensus among differing opinions;
- Excellent attention to detail and the ability to work autonomously to prioritise tasks among competing deadlines;
- Knowledge and experience in a relevant area, such as legal issues faced by victim-survivors of domestic, family and sexual violence; and/or the challenges for legal assistance, family violence, and/or sexual assault services.

Qualifications and Experience

- A tertiary degree in a relevant discipline (ideally law); and
- A minimum of 3 years' experience in policy and law reform work.