

Position Description

Job title:	Senior Lawyer and Project Lead
Area of practice:	Police Accountability
Classification level:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) – Level 6
Reports to:	Director Engagement & Projects (HR and project Coordination); Managing Lawyer (Legal practice work)
Direct reports:	NIL
Employment status:	Full time, (part time and job share will be considered), Fixed Term
Remuneration:	Salary range of \$113,413 to \$118,430 (pro rata) per annum based on qualifications, skills, and experience plus employer funded superannuation, relevant allowances and the benefits of tax-effective salary packaging available up to \$16,000 per annum.
Employment conditions:	In accordance with the SCHADS Award, Victorian Community Legal Centres Multi-Enterprise Agreement 2025-2028 (MEA), internal policies and applicable legislation.
Location:	North Melbourne and Kensington

Our organisation

Inner Melbourne Community Legal (**IMCL**) is a not-for-profit community organisation that provides free legal assistance to low-income people in the inner Melbourne area. Our mission is to create a fairer, more equal community through advocacy and law reform, education, casework and strategic litigation.

We provide access to justice to the most marginalised members of our community including individuals experiencing homelessness, family violence, mental illness, disability, racialised and/or over-policing, substance dependency and people from culturally and linguistically diverse backgrounds.

We operates across two offices in North Melbourne and Kensington, and deliver multiple integrated outreach services in partnership with other health, education and community organisations in the local area.

Some of IMCL's signature programs include the Specialist Social Housing Program, Health Justice Partnerships and the [Police Accountability Project](#).

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IMCL is also on the Victorian Legal Aid Panel for family law, summary crime, family violence and youth justice.

Working at IMCL

IMCL is committed to promoting a diverse, inclusive and values-driven workplace. We offer flexible working arrangements and generous salary packaging provisions. IMCL is party to a new Multi-Enterprise Agreement.

We encourage people from diverse backgrounds and experience to apply, including people with lived experience in the areas we practice in. We strongly encourage Aboriginal and Torres Strait Islander people, LGBTIQ+ people, people from culturally and linguistically diverse and refugee backgrounds, women, and people with a disability to apply.

Role purpose

The Senior Lawyer & Project Lead will oversee the design, testing and delivery of a new Police Accountability Worker Intake & Advice Line (**The Worker Line**). The Worker Line will provide support for legal assistance sector lawyers and targeted community workers who are working with individuals impacted by police misconduct.

The Senior Lawyer and Project Lead works collaboratively with the IMCL team and others to:

1. **Project coordination of the development of the new Police Accountability Worker Intake & Advice Line**, including design, testing, delivery and promotion amongst target users.
2. **Provide legal services** (advice, casework and court advocacy) with a focus on clients experiencing police misconduct.
3. **Strengthen existing community partnerships** through stakeholder and community engagement, secondary consultations and professional legal education initiatives, and identify, develop and implement new referral pathways for police accountability matters.
4. **Identify policy and advocacy opportunities** and work collaboratively with the Director of Advocacy & Policy and others to advocate for positive legal and social change.

Working with

IMCL management, lawyers, non-legal staff, volunteers, and partner organisations.

Responsibilities

Project Coordination

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- With the Director of Engagement & Projects, develop an operating model for the Worker Line and consult with target stakeholders including legal assistance sector lawyers and community workers.
- Ensure the Worker Line's effective and efficient operation through testing and monitoring and that data and record keeping is of a high quality and meets funding and reporting requirements.
- Develop and deliver capacity building sessions for target stakeholders.
- Where required, assist the Director of Engagement & Projects and other staff with monitoring and evaluating the effectiveness of the Worker Line including assisting with reporting and other funding requirements.

Legal advice, casework and outreach

- Deliver high-quality, trauma-informed legal advice and intensive casework to clients and facilitate referrals to other organisations, community legal centres, pro bono partners and community partners.
- Manage a small caseload to be negotiated annually inclusive of advice, legal tasks, court representation and other types of representation.
- Oversee an effective internal referral pathway for servicing clients with ongoing matters.
- Attend internal clinics and outreaches such as the Police Accountability Complaints Clinic, the Police Accountability Worker Advice Line, and support the broader IMCL team with a small number of shared duties to be negotiated (eg. supervisor-on-site).
- Escalate high risk matters and client-related incidents to the Managing Lawyer or Director of Legal Practice, as appropriate.
- Ensure compliance with IMCL's legal assistance guidelines, policies and procedures, and relevant legislation, regulations and rules.

Mentorship and supervision of junior staff

- As a Senior Lawyer, you will assist with mentoring and supervising junior lawyers to grow their knowledge and skills and enable them to contribute to the Police Accountability practice.
- You will also supervise non-legal staff (eg. paralegal and administrative support staff) as required.

Policy, advocacy and strategy

- Participate in law reform projects in relation to police accountability, in collaboration with the Director of Advocacy and Policy.

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- Identify, collaborate and participate in CLE, law reform projects and advocacy as required and in collaboration with the over and under policing team and the Director of Advocacy and Policy.
- Collaborate with the over and under policing team to deliver on the Organisational Work Plan.

Selection Criteria

Qualifications and skills

1. Hold or be eligible to hold an unrestricted legal practising certificate in Victoria.
2. Approximately 5-years of post-admission experience in the areas of law IMCL practices in, preferably with experience in civil law.

Essential knowledge and skills

3. Demonstrated technical experience in civil law, encompassing expertise in at least one of the following: personal injury/tort law, litigation, coronial matters, police complaints.
4. Experience in providing high quality, trauma-informed and client-focused approaches to legal services and an ability to manage a diverse caseload in accordance with best practice principles, rules and guidelines.
5. Proven ability to successfully maintain and/or strengthen stakeholder relationships and work collaboratively across disciplines.
6. Excellent organisational and planning skills, ability to think critically and strategically, and to operate both independently and collaboratively with others to achieve the goals of an organisation and/or team.
7. Experience working with disadvantaged and marginalised clients experiencing intersecting psycho-social issues in a trauma-informed, compassionate, competent and inclusive manner.
8. High level oral and written communication and the ability to tailor communication to the audience.

Desirable knowledge and skills

9. Experience in project coordination or project work.
10. Demonstrated capacity to supervise legal and other staff.
11. Experience in policy, law reform, service design and/or community legal education.

Personal attributes

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12. Demonstrated commitment to the values and mission of IMCL.
13. An interest and passion in police accountability issues.

How to apply

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident, or hold a valid work permit or visa.

Candidates are requested to apply via the Job Advertisement Platform with:

1. A covering letter outlining your interest in applying for the role and the addressing the key selection criteria (no more than 2 – 3 pages); and
2. A resume which includes details of education, work and volunteer experience.

For further information, you are welcome to contact - Molly Williams, Director of Engagement & Projects on 9328 1885, or via email molly.williams@imcl.org.au.