

Position Description

Position title	Principal Lawyer, Not-for-profit Law
Position reports to	Manager, Not-for-profit Law
Position supervises	At least one Lawyer
Position works in close collaboration with	Not-for-profit Law Head, Managers, Lawyers and Paralegals. Justice Connect Practice Management Group.
Employment status	Ongoing
Hours	37.5 (part time - 1.0 FTE) with flexibility to reduce for suitable candidate
Salary	\$135,669.48 per annum (pro-rata if less than 1.0 FTE), plus superannuation which will be paid according to statutory requirement, with annual leave loading, additional leave benefits and generous salary packaging options.
Location	Level 5, 446 Collins Street Melbourne or Level 5, 175 Liverpool Street, Sydney (hybrid working model: 40% time spent in the office across the month).

Role Purpose

The Principal Lawyer will supervise the legal practice of Justice Connect's Not-for-profit Law program to deliver high quality legal services to not-for-profit community organisations.

Key Responsibilities

Supervise Not-for-profit Law's legal practice:

- Oversee the intake of enquiries from community organisations (including assessments of eligibility)
- Provide (and supervise the provision of) referrals to Justice Connect member law firms, direct legal advice, and information for community organisations across a broad range of legal issues
- Maintain overarching responsibility for client advice files and other service files, particularly in relation to quality control and legal accuracy
- Contribute to the development and delivery of training, both in person and via webinar
- Review information resources for legal accuracy
- Contribute to legal practice management and coordination across Justice Connect, including as Not-for-profit Law's representative on the Practice Management Group
- Participate in other relevant internal and external stakeholder groups and forums as Not-for-profit Law's representative
- Identify and pursue strategic opportunities for legal service delivery that further the aims and objectives of Justice Connect and Not-for-profit Law

Lead, motivate and develop staff, including lawyer and secondees

- Actively support the professional development of lawyers and other staff within the Not-for-profit Law team

Legal research, analysis and advocacy:

- Undertake legal research and analysis on issues that affect not-for-profit organisations and contribute to law reform and advocacy work, including submissions and advocacy campaigns (e.g. our Unlock DGR campaign)

Organisational contribution:

- Contribute to Justice Connect's Reconciliation Action Plan and inclusion initiatives
- Support organisational learning by sharing legal insights and trends
- Participate in cross-team projects or collaborations as needed and capacity permits
- Demonstrate behaviours aligned with Justice Connect's values and expectations

Workplace health and safety:

- Lead, promote, and maintain a safe work environment and culture, ensuring compliance with WH&S laws, policies, and procedures, and proactively identify and mitigate WH&S risk within the workplace

Selection Criteria

Qualifications:

- Australian legal practitioner
- Eligibility to hold a principal practising certificate (essential)

Technical expertise:

- Minimum 5 + years unsupervised practice
- Understanding of legal issues commonly faced by not-for-profit organisations, including experience in some of the following areas: governance, charity law, deductible gift recipient status, managing volunteers, privacy law, employment law, and health and safety

Experience:

- Experience in managing, motivating and developing staff and volunteers
- Experience in the delivery of plain language legal advice and information, preferably to community organisations
- Experience in law reform and advocacy work (highly desirable)
- Experience working or volunteering in a not-for-profit or social enterprise (desirable)
- Experience delivering legal training to non-legally trained audiences (desirable)

Knowledge, skills, and attributes:

- A commitment to Justice Connect's strategy and values, including in social justice and the role community organisations play in improving society
- Excellent verbal and written communication skills
- Highly motivated, diligent, strategically minded
- Demonstrated ability to work collaboratively
- A sense of humour and an ability to influence and lead
- Sound computer skills within a legal practice environment (knowledge of Microsoft Office Suite and Co-pilot desirable)

