

POSITION DESCRIPTION

Business Entity	Ruah Legal Services and MHLC
Position Title	Senior Policy Lawyer
Division - Department	Ruah Legal Services
Position Classification	Ruah Legal Pay Structure
Reporting to	Principal Lawyer
Supervision of	Nil
Effective date	8 July 2026

Guided by our Vision, Mission and Values

Vision	To be an expert and valued legal service for people with mental health issues in our community.
Mission	Empowering vulnerable and disadvantaged people to create meaningful change in their lives through provision of quality services.
Values	Respect, Integrity, Connection, Quality, Hope.

Diversity Statement

Everyone regardless of ability, age, culture, gender, race, sexual identity or intersex status are free to be themselves. Free to celebrate our differences. We are building a workplace where difference is embraced and encouraged.

Position Intention

Ruah Legal Services specialises in the provision of end-to-end legal representation with integrated psycho-social support. Key practice areas include Care and Protection, and Family and Domestic Violence (FDV). Ruah Legal Services also trades as the Mental Health Law Centre (MHLC) for the provision of legal services to clients experiencing severe mental illness, with a focus on those subject to involuntary treatment orders under the *Mental Health Act 2014*.

The Senior Policy Lawyer works to support Ruah Legal Service's aims by working closely and collaboratively with the Ruah Legal Services Project Worker and Principal Lawyer to promote the Centre's engagement in the community by delivering and coordinating the delivery of community legal education and development of resources for that purpose. A key focus is ensuring that Ruah Legal Service's participates in legal reform and areas of policy are relevant to Ruah Legal Services practice areas and engages regularly with key stakeholders.

Key Tasks, Objectives, and Responsibilities

Mission and Values	- Actively promoting and demonstrating behaviours and conduct that champions Ruah's values and commitment to ethical practice on behalf of clients. - Maintains confidentiality in accordance with Ruah policies. - Ensures adherence across service area to policies and procedures.
Services Management and Leadership	- Create precedents for legal advice, submissions, and case management documents. - As capacity allows, provides technical input and counsel to lawyers and ad hoc consultation. - As capacity allows, assist with the drafting and reviewing of submissions and or legal advice in complex matters. - As capacity allows, provides legal advice and representation for clients in relevant legal matters.
Profile and Participation	- Actively engaging with the broader community and appropriate organisations to foster greater collaborative practice in the interests of clients. - Actively contributes to the positive public profile of Ruah. - Represents Ruah on relevant government and community committees and attends events as appropriate.
Policy and Law Reform	- In collaboration with the Principal Lawyer, coordinate the CLE work of the Practice. - Prepare and deliver community education and training to promote an increased understanding of relevant law within the community and in the legal profession. - Liaise with the LP&PII committee regarding the administration of CPD points for planned CLE activities where possible. - Manage the development of community education resources.
Stakeholder Engagement	- Develops and maintains respectful and responsive relationships with relevant agencies. - Ensures the reporting requirements of stakeholder interests are delivered internally in a timely and effective manner. - Contributes to the assessment of existing stakeholder engagement strategies. - Represent the organisation and service programs in the broader community sector in consultation with the Project Officer, COO and Principal Lawyer. - Identify opportunities for working partnerships. - Develop relationships with external groups, such as government and other agencies. - Promote effective working relationships with other agencies and key stakeholders. - Represent RLS on external committees, steering groups and Boards. - Ensure that RLS, its mission, programmes and services are consistently presented in a strong, positive image to the community legal sector, the wider legal profession, and the community at large.
Communication	- Ensures effective two-way communication with senior management. - Provides opportunities for staff to actively participate in and engage with decisions that impact the service area.

Financial Management and Reporting	• Delivers timely reports on achievements, outcomes, KPIs and risks. • Ensures data required for funding bodies is available when required. • Reports on outcomes against quality and financial indicators.
Quality and Risk Management	• Delivers services within the program area in accordance with accreditation requirements and service agreements. • Reports on operational practice to identify issues relevant to the achievement of Model of Care outcomes. • Identifies and reports on risk issues to the Service Lead in accordance with Ruah procedures.
Safety, Security and Other Duties	• Work in a way that demonstrates and promotes positive health and safety. • Be accountable for protecting Ruah and client information security and privacy. • Share enthusiasm for and be involved with initiatives that build teams and add to the Ruah community. • This role, like all others within the community of Ruah, will undertake any other duties as required.

Selection Criteria

It is expected that the successful applicant will be able to demonstrate the following:

Essential

- Be admitted as a lawyer of the Supreme Court of Western Australia.
- At least 4 years post admission experience in relevant legal matters.
- Demonstrated competence in advocacy before Tribunals and Courts.
- Highly developed interpersonal skills including conflict resolution, problem solving, and decision-making skills.
- High level of communication skills including both written and verbal including report writing and presentation skills.
- Exceptional time management skills and demonstrated ability to prioritise tasks.
- The capacity to work effectively, independently, and collaboratively.
- Willingness and ability to work within and contribute to the vision, mission, core values and the guiding principles of the organisation.

Desirable

- Demonstrate knowledge and understanding of diversity and social inclusion- including gender, sexuality, disability, cultural, age, and linguistic diversity and Aboriginal culture.

Required compliance documents or certificates

- Current drivers' license
- National Police Certificate
- Immunisation requirements in accordance with Ruah's Immunisation Procedure.