

Position Description

Managing Lawyer

About Tenants Victoria

Tenants Victoria is the peak body for Victorian renters, and the rental law specialist community legal centre in Victoria. Our vision is for safe, secure and affordable homes for Victorian renters in a fair housing system.

We provide information and referrals, legal advice, casework support, representation, financial counselling, and social work services to renters experiencing hardship and disadvantage. Each year, we assist more than 10,000 individual renters.

We also provide rental law advice, support and training to tenancy and community sector workers, and advocate to make laws fairer for Victorian renters.

Position Details

Job title	Managing Lawyer
Purpose	To manage and deliver high quality legal services to Victorian renters, supervise a team of lawyers, and support Tenants Victoria's broader work to improve outcomes for renters and contribute to a fairer housing system.
Objectives	1. Provide high quality legal assistance to Victorian renters, including in complex and strategic matters. 2. Manage and supervise a team of 3–4 lawyers, and support secondees lawyers, volunteers and law students to deliver client-centred legal services. 3. Support the Principal Lawyer with the overall supervision, leadership and professional standards of Tenants Victoria's legal services. 4. Provide secondary consultations, training and support to community workers assisting Victorian renters. 5. Use legal expertise and service insights to support service innovation, policy, advocacy and systemic change for renters.
Contract term	Permanent full-time position, five days a week, 7.6 hours per day Hybrid working arrangements, with a minimum of 3 days per week in the Melbourne CBD office

	Five weeks' annual leave and access to generous not-for-profit salary packaging benefits
Reports to	Principal Lawyer
Direct reports	3–4 lawyers, with support and supervision responsibilities for secondees lawyers, volunteers and law students
Key responsibilities	• Manage and supervise a team of lawyers. • Provide high quality information, referrals and advice to Victorian renters, including in complex and strategic matters. • Conduct legal casework, including negotiation, dispute resolution and representation. • Provide high quality support, supervision and secondary consultation services to community organisation workers working with Victorian renters. • Provide expertise, guidance, training and support to lawyers, secondees and volunteers. • Support the Principal Lawyer with the overall supervision and leadership of Tenants Victoria's legal services. • Ensure legal service access and delivery meet organisational priorities, funding obligations, professional standards and client needs. • Support the delivery of clinic-based legal services by law students and secondee lawyers. • Maintain accurate and timely advice notes, casework files and service data in accordance with Tenants Victoria policies, procedures and service guidelines. • Harness legal expertise and insights from service delivery to identify systemic issues facing renters and contribute to Tenants Victoria's policy and advocacy activities. • Contribute to service innovation, projects and continuous improvement across Tenants Victoria's legal services. • Support reporting and acquittals for programs and deliverables as required. • Assist with the training and orientation of new staff. • Perform other duties as directed by the Principal Lawyer, Director Client Services and Deputy CEO, and/or the CEO.
Skills, knowledge & attributes	• A strong understanding of, and ability to lead, client-centred, culturally safe and trauma-informed legal services. • Ability to develop and maintain thorough and current knowledge of tenancy law, social housing policies and procedures, and other relevant legislation. • Experiencing managing a team of lawyers

	• Strong client engagement skills and ability to handle challenging situations with sensitivity and tact. • Ability to work at times with minimal supervision but to consistently consult, escalate and report appropriately. • Ability to manage workload, boundaries and wellbeing in a busy legal practice, and support team members to do the same. • A collaborative and solutions-focused approach to working with staff and external stakeholders. • High levels of initiative, professionalism, attention to detail and commitment to social justice and improving outcomes for renters.
Special requirements	• Legally qualified and hold, or be able to hold, a practising certificate under the Legal Profession Uniform Law Application Act 2014. • Applicants must have unrestricted working rights in Australia. • All offers of employment are subject to Tenants Victoria's screening process, including a Working with Children Check and National Police Records Check.
Key Selection Criteria – Mandatory Skills and Experience	1. Legally qualified and hold, or be able to hold, a practising certificate under the Legal Profession Uniform Law Application Act 2014. 2. At least 5 years' post-admission experience, with proven experience in tenancy, litigation and conducting complex legal casework from commencement to conclusion. 3. Experience managing, supervising or supporting a team of lawyers. 4. Strong oral and written communication skills, including the ability to produce high quality legal work and represent clients in courts, tribunals and dispute resolution processes. 5. Strong interpersonal, liaison and teamwork skills. 6. Ability to manage workload, boundaries and wellbeing in a busy legal practice, and support team members to do the same. 7. Commitment to the vision, values and purpose of Tenants Victoria.
Key Selection Criteria – Desirable Skills and Experience	Knowledge of Victorian tenancy law and experience conducting tenancy law litigation. Experience as a solicitor advocate before VCAT or the Magistrates Court. Familiarity with Community Legal Centres and their functions.

This position description outlines the current responsibilities of the position. These will be reviewed regularly with the staff member and are subject to change according to the needs and priorities of Tenancy Victoria.