

Position Description

Title	Legal Program – Solicitor
Employment Type	Full time
Reports to	Principal Solicitor – Legal Program
Work Location	Warrnambool
Date of review	August 2026

The Sexual Assault and Family Violence Centre

The SAFV Centre is a community-based, not for profit organisation supporting communities primarily across the Barwon, Wimmera and Southwest areas of Victoria, with limited-service delivery in West Metropolitan Melbourne. We offer a range of specialist support services for people impacted by sexual and family violence as well as support services for victims of crime. These include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services; intensive case management and court support for adults, young people and children who have or are experiencing family and sexual violence;
- therapeutic counselling and group programs for adults, young people and children who have experience family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for adults, young people and children assessed as being at high risk of further harm; and early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours, and
- practical assistance, advocacy, case management support and legal aid services for all victims of crime.

The organisation employs staff across the following areas: Southwest service areas include family violence case management, housing, Orange Door, after hours services, victim's assistance program and community legal service. Our Wimmera office provides sexual and family violence therapeutic services. The Barwon office provides services across a range of specialist family violence, sexual assault, victim assistance, training and prevention programs and corporate services.

Role Purpose and Accountability

Purpose

The Solicitor will play a key leadership role in delivering high-quality legal services within the family violence and family law jurisdiction. Working closely with the Principal Solicitor to integrate the legal program into all areas of family violence support services, to improve access to justice for women and children experiencing family violence.

The Solicitor will work independently on a range of legal matters including complex family law matters, mentoring junior legal staff, and participate in systemic change activities as instructed by the Principal Solicitor, such as advocacy, policy development and community legal education. The position reports to the Principal Solicitor.

Key Position Responsibilities and Accountabilities

Direct Service

- Deliver high quality legal advice and representation in a range of complex legal matters pertaining to family law, family violence intervention orders, and civil matters relating to family violence.
- Represent clients in the Magistrates' Court (Family Violence Intervention Orders), Federal Circuit and Family Court of Australia, and other relevant jurisdictions.
- Provide legal task assistance including drafting, settling and preparing letters and other documents, making telephone calls and undertaking other liaisons on behalf of clients.
- Maintain accurate and up-to-date electronic records, including file notes, client and casework data and ensuring all relevant databases are kept up to date.
- Maintain up-to-date knowledge of relevant legal and family violence information, resources and referral options for clients.
- Supervise and mentor more junior lawyers, legal graduates, and paralegals in legal practice and ethical obligations.
- Assist the Principal Solicitor in the provision of legal education programs to professionals and members of the community that encourage greater awareness of legal rights and responsibilities as well as access to the legal system.
- Develop and maintain collaborative relationships with key stakeholders, including courts, Victoria Legal Aid, community legal centres, police, and family violence services.
- Participate in systemic change work as instructed by the Principal Solicitor, such as advocacy and policy development, strengthening of pro bono models of support, legal research community legal education, sector capacity building, and engagement initiatives.
- Undertake duty lawyer support as required and travel to outreach locations in Hamilton, Warrnambool and Portland as required if based in Warrnambool.
- Collaborate with other services to ensure wraparound support (e.g., family violence case management, advocacy, financial counselling).

General Responsibilities

- Participate in staff and program meetings, supervision, training and professional development.
- Ensure compliance with relevant legislation, policy, procedures and practice guidelines.
- Actively contribute to the development of a positive and high-performing organisational culture, including by identifying opportunities to improve teamwork practices.
- Participate in the continuous quality improvement of the SAFV Centre and the development of best practice.
- Contribute to an environment that is safe, welcoming, and inclusive for every child including taking seriously all concerns, complaints and allegations of abuse or suspected abuse against any child or young person.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure, our code of conduct and the code of the professional association of which the employee may be a member.
- Other duties as required.

Key Selection Criteria

Your application must address the following:

Essential Qualifications and Registration

- Minimum Bachelor of Law and Graduate Diploma of Legal Practice (or equivalent)

- Current Australian Practising Certificate which entitles you to practice as a solicitor in Victoria
- Minimum 4 years relevant experience in family law and family violence

Knowledge and Skills

- Demonstrated knowledge and experience of the relevant law and relevant court procedures with a focus on the family law and family violence jurisdiction
- Demonstrated experience in a client focused approach that facilitates empowerment and independence for women, and safety and security for women and their children.
- Demonstrated competence in legal advocacy before administrative decision makers and/or courts.
- Excellent interpersonal skills and the capacity to communicate and negotiate effectively with all stakeholders and clients.
- Experience mentoring or supervising legal staff, with a collaborative and supportive approach.
- Strong understanding of the legal, social, and cultural dynamics of family violence, and commitment to trauma-informed, client-centred practice.
- Demonstrated ability to work as an effective team member including working collaboratively with teams towards a trauma informed integrated legal practice.
- Excellent organisational skills with flexibility to prioritise a range of competing demands.
- Demonstrated experience working autonomously and with a high degree of initiative and integrity.
- Entitlement to practice in federal courts and courts exercising federal jurisdiction (entry on the High Court Register).

Organisational Values and Culture

All staff at the SAFV Centre are expected to embody and promote:

- **Respect:** We value people, embrace diversity and demonstrate fairness. Honouring lived experience, autonomy, and self-determination.
- **Integrity:** We are open, honest and ethical. We are accountable for what we say we will do and for the impact of our actions.
- **Innovation:** We advocate for what can be and not settle for what is. We embrace new ideas and approaches that will make a sustainable difference.
- **Collaboration:** We work as a team, sharing ideas and expertise with each other and our partners. We trust and empower people, harnessing their strengths.
- **Commitment:** We are driven by our deep commitment to gender equality, social justice and human rights. We are passionate about improving the lives of our clients and inspired to achieve our goals.
- **Trauma-Informed Practice:** Recognising trauma impacts and resisting re-traumatisation
- **Safety:** Physical, psychological, and emotional safety for clients and staff

Referees

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

Period of Appointment

This position is ongoing depending on funding.

Hours of Work

- The position is full time
- Location of the position is in Warrnambool with regular travel to regional services or regular travel between operational sites
- Hours will usually be worked during business hours of 9.00am to 5.06 pm between Monday

to Friday.

- The days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.

Salary and Conditions

Annual salary range is Specialist Family Violence Practitioner classification, Level 7 Pay Point 1-3, plus superannuation. Salary will be commensurate with experience and skills.

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2023.

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Professional Development: Annual professional development budget and study leave provisions.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Probationary Period - 6 months with a review conducted during this time.

Employee Responsibility – Mandatory prior to commencement

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewed every 3 years of employment at employee expense
- Working rights in Australia
- Qualification verification

Other

This position description is subject to review and may change in accordance with the needs of our organisation; including our operations, our clients and our stakeholders.

I, _____, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: _____ Date: ____ / ____ / ____

Print name: _____