

Position Description

Position title	Project Lawyer
Position reports to	Principal Lawyer
Position supervises	N/A
Position works in close collaboration with	Innovation & Connections team, Engagement team, pro bono partners, community organisations and project stakeholders.
Employment status	Full-time, one-year fixed-term contract
Hours	37.5 hours per week
Salary	\$113,714.25 per annum (JC9B), plus superannuation which will be paid according to statutory requirement, annual leave loading 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

This Lawyer role supports Justice Connect's funded women's access to justice project while contributing to the broader work of the Connections legal service delivery team within Innovation & Connections.

The role will provide high-quality legal triage, referral and pathway navigation for women experiencing intersecting barriers to justice, while also helping people seeking legal assistance access the most appropriate pathway across Justice Connect's multi-intensity service model, including pro bono referral, Justice Connect Answers, specialist internal programs, self-help resources, digital tools and external services.

The role includes project-related responsibilities, including coordinating agreed workstreams, tracking deliverables, communicating with pro bono partners and stakeholders, supporting reporting and evaluation, and contributing to practical improvements that strengthen the project's reach, quality and impact.

Key Responsibilities

Women's access to justice project delivery:

- Lead day-to-day delivery of Justice Connect's funded women's access to justice project, supporting women experiencing intersecting barriers to identify legal issues earlier, access timely and appropriate legal support, and avoid escalation of legal problems.
- Coordinate project workstreams that contribute to agreed outcomes, including development of plain-language legal resources, targeted outreach and engagement, community partnerships, and a dedicated pro bono referral pathway.
- Work with internal teams and external stakeholders to strengthen gender-responsive, trauma-informed pathways for women, including through referral and training.

- Support monitoring, evaluation and learning activities to contribute to reporting on outcomes, such as reach, client confidence in navigating the legal system and improved wellbeing.
- Identify risks, service gaps and opportunities for continuous improvement to inform more effective responses to women's legal needs.

Eligibility assessment and legal triage:

- Conduct general legal triage and eligibility assessment of enquiries, identifying legal need, urgency, risk and appropriate service pathways.
- Assess suitability for Justice Connect Answers, pro bono referral, internal specialist assistance, self-help resources, digital tools or external referral.
- Support delivery of timely, high-quality assistance to help-seekers.

General service delivery and team contribution:

- Support broader Connections legal service delivery, including intake, triage, pro bono referrals, and assistance pathway navigation as capacity allows.
- Work with lawyers, paralegals and other team members to maintain consistent decision-making and timely responses to help-seekers.
- Identify trends, service gaps and recurring legal issues, and contribute practical insights to service planning and improvement.
- Maintain accurate and timely records to support matter management, reporting, evaluation and organisational learning.

Legal information, digital tools and service improvement:

- Contribute to the provision of plain language legal information and self-help resources, intake forms, and digital pathways.
- Test and refine workflows, tools, templates and service experiments that improve services.

Team collaboration and organisational contribution:

- Work collaboratively within a high-trust, feedback-oriented team and contribute to a positive, values-aligned culture.
- Support changes in service direction as Connections evolves, including new ways of working, service experiments and shared learning.
- Contribute to Justice Connect's Reconciliation Action Plan, equity and inclusion objectives, and broader organisational initiatives.

Workplace health and safety:

- Take all reasonable care regarding the health and safety of yourself and others in the workplace and ensuring compliance with policies or procedures.

Selection Criteria

Qualifications:

- Admitted as an Australian legal practitioner and holding, or eligible to hold, an unrestricted practising certificate.

Technical expertise:

- Legal analysis, issue identification and triage skills.
- Ability to prepare clear written communications, matter summaries and referral materials using plain language and sound judgment.

Experience:

- Experience in legal service delivery, intake, triage, referral, advice or pathway navigation is essential.
- Experience working with people experiencing vulnerability, trauma, distress or complex legal and non-legal needs is highly valued.
- Experience coordinating project activities, communicating with stakeholders or pro bono partners, tracking deliverables, reporting or supporting continuous improvement is valued.

Knowledge, skills, and attributes:

- Strong communication skills, including the ability to engage clearly, respectfully and professionally with help-seekers, pro bono partners and stakeholders.
- Ability to work collaboratively with lawyers, paralegals, internal teams, pro bono partners and community organisations.
- Strong organisation, attention to detail and ability to coordinate tasks and track deliverables.
- Curiosity, adaptability and willingness to contribute to service improvement.
- Commitment to trauma-informed, culturally safe and inclusive practice, and behaviours aligned with Justice Connect's values.