



Position Description

Position: Senior Lawyer
Reporting to: Principal Solicitor
Location: Epping
Date: September 2026

Organisational Context

Whittlesea Community Connections works with the community to advocate for and deliver services, programs, opportunities and information that ensure everyone has equal access to better, fairer systems and a greater connection to the community.

WCC seeks to ensure all those who live and work in our fast growing region, including those facing disadvantage or hardship can live safe, healthy and fulfilling lives and become active, empowered and connected participants in the local community.

We work alongside individuals, families and groups to create opportunities to build and strengthen connections, supporting a community that is better able to support itself.

We help break down barriers to biased and unfair systems and services to help ensure diverse communities have equal access to the things they need to live safe and empowered lives and can make informed choices.

Whittlesea Community Connections is a community-led organisation that works to build and strengthen the community and break down barriers so that residents of all ages, disability, cultural and linguistic backgrounds, genders, sexual orientations, socio-economic status, and religious or spiritual beliefs can access information and life's essentials such as food, healthcare, jobs, justice, social support and education.

Our vision is for a thriving, resilient and connected community where everyone has a voice and equal access to the services, information and education they need to live fully.

Our strategic priorities

- Women achieve equitable life outcomes and are free from Family Violence
- Young people have a sense of belonging and a voice in their community
- There is equitable access to employment opportunities within a sustainable local economy
- People lead healthy lives connected to community and services
- Whittlesea is a resilient community that is empowered to protect, prepare and adapt to a changing local environment in partnership with our First Nations and diverse communities.

WCC is committed to developing an inclusive workplace that reflects the diversity of our community. We welcome and encourage applications from all ages and genders, Aboriginal and/or Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTIQ+ community, and people with disabilities.



Position Rationale

The Senior Lawyer is an integral part of coordination, supervision and continuous improvement of the La Trobe University student legal clinics delivered at Whittlesea Community Connections' Community Legal Service. The student legal clinics are a key development opportunity for law students and provides them with exposure to community legal practice and a diverse range of clients and legal issues. The student legal clinics currently include Divorce, Wills & Wishes and Civil Actions. Law students are taught to engage with and interview clients, take instructions under the guidance of the Senior Lawyer and other lawyers within the legal team, and draft legal documents and correspondence under supervision. The Senior Lawyer is responsible for supervision of all legal advice and case work provided through the student legal clinics and coordinating the involvement and supervision of other lawyers involved in clinics. The Senior Lawyer is also a senior member of the legal team, supervises junior lawyers and is expected to participate in process improvement, development of templates for the legal practice and provide ad hoc supervision to other lawyers.

The Senior Lawyer has a key role in maintaining the relationship with La Trobe University Law School and developing the student clinic program. The Senior Lawyer is also expected to maintain their own generalist law practice outside of the clinics, through the provision of advice and case work on legal issues within the legal service's Case Management Guidelines as capacity allows.

Accountability

The Senior Lawyer will be accountable to the Principal Solicitor through regular support, supervision and reports.

Overview of Duties

- Program design review, coordination and implementation of La Trobe University student clinics, including Civil Actions, Divorce and the Wills & Wishes clinics delivered at Whittlesea Community Connections and in the surrounding area
- Coordination with La Trobe University Law School regarding clinic administration and planning
- Development plans for the student clinics, including proposals for improved and new student clinics
- Development and continuous improvement of a comprehensive operational manual, training materials and induction program for all students, in collaboration with the La Trobe Law School Director, Work Integrated Learning and other La Trobe University Law School staff as required
- Development and maintenance of legal templates for use within legal clinics and across the legal practice
- Preparation of reports and other clinic/service planning, needs analysis and reporting documentation as required, including student performance feedback to La Trobe University Law School
- Coordination and support to other lawyers assisting with the clinics
- Supervision of junior lawyers and students involved in the clinics



- Upskilling and capacity building of the legal team on generalist legal issues within Whittlesea Community Connections' Community Legal Service Case Management Guidelines
- Maintain a generalist case load outside of clinic times, including provision of advice and case work on generalist legal issues within the Case Management Guidelines, as capacity allows
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the *Legal Profession Uniform Law Application Act 2014* and the National Risk Management Guide of Community Legal Centres Australia.

Key Selection Criteria - Essential

- Law degree and admitted to practice as a Barrister and Solicitor in the State of Victoria and the High Court of Australia
- A minimum three years post admission experience in generalist legal practice, including experience in providing advice and casework in general civil matters, family law, divorce and drafting simple wills
- Be entitled to hold an unrestricted practicing certificate
- Demonstrated interpersonal skills, including effective communication, negotiation, verbal and written presentation and partnership building skills
- Experience and commitment to working collaboratively as part of a multi or inter-disciplinary team
- Demonstrated ability to support, encourage and train junior lawyers, tertiary students and volunteers

Desirable

- Demonstrated commitment to social justice and an understanding of the legal and other issues that impact on people's access to justice
- Experience working in cross-cultural settings and with clients from diverse backgrounds

Salary and Conditions

- Conditions are in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010, Level 6
- This position is offered as a full-time role on an ongoing basis
- Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received
- The successful applicant will be required to enter into an employment contract, have a current Working with Children's Check and undergo a National Police Check and complete child safety training.
- The worker is required to use their own vehicle for work purposes from time to time. A kilometre allowance in accordance with the award is provided.

To discuss the position please contact Elisse Buchlak, Principal Solicitor: ebuchlak@whittleseacc.org.au