

Position Description

Job title:	Managing Lawyer – Youth
Classification level:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) – Level 7
Reports to:	Director of Legal Practice
Direct reports:	Senior Lawyers, Lawyers and Volunteers
Employment status:	Fixed term contract (12 months) 1.0 FTE
Employment conditions:	In accordance with the SCHADS Award and the Victorian Community Legal Centre Multi-Enterprise Agreement 2025 – 2028.
Location:	North Melbourne and Kensington

Inner Melbourne Community Legal

Inner Melbourne Community Legal (**IMCL**) is a not-for-profit community organisation that provides free legal assistance to low-income people in the inner Melbourne area. Our mission is to create a fairer, more equal community through advocacy and law reform, education, casework and strategic litigation.

We provide access to justice to the most marginalised members of our community including individuals experiencing homelessness, family violence, mental illness, disability, racialised and/or over-policing, substance dependency and people from culturally and linguistically diverse backgrounds.

We operates across two offices in North Melbourne and Kensington, and delivers multiple integrated outreach services in partnership with other community organisations in the local area.

Some of IMCL's signature programs include the Police Accountability Project, Health Justice Partnerships and the Social Housing Legal Program.

Working at IMCL

IMCL is committed to promoting a diverse, inclusive and values-driven workplace.

IMCL offers flexible working arrangements and generous salary packaging provisions.

We encourage people from diverse backgrounds and experience to apply, including people with lived experience in the areas we practice in. We strongly encourage Aboriginal and Torres Strait Islander people, LGBTIQ+ people, people from culturally and linguistically diverse and refugee backgrounds, women, and people with a disability to apply.

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Role purpose

The Managing Lawyer works collaboratively with the Director of Legal Practice ('DLP'), other Managing Lawyers and/or Program Managers and other senior staff to manage the legal practice. The role comprises the following key elements:

1. **Lead the practice** in the provision of legal services, with a focus on young people, and others arising from [IMCL's Strategic Impact Priorities](#).
2. Provide direct **legal services** (advice and casework) to clients under limited supervision.
3. **Manage a small team of lawyers and volunteers** including supervising legal work, enabling staff development and performance, providing human resources support and staff compliance with IMCL's legal assistance guidelines, policies and procedures.
4. **Develop and strengthen existing partnerships and projects** in collaboration with other staff, the Director of Engagement and Projects (DEP), external partner organisations, Victorian Legal Aid, pro bono partners and other Community Legal Centres.
5. **Identify policy and advocacy opportunities** and work collaboratively with the Director of Legal Practice and the Director of Advocacy and Policy (DAP) to advocate for positive legal and social change.

Works with

IMCL management, lawyers, non-legal staff, volunteers, and partner organisations.

Decision making authority

As Managing Lawyer, you are appointed as a Responsible Person under the CLC Risk Management Guide and will hold a Principal Practising Certificate, with authority to:

- Determine the legal accuracy of advice and making tactical decisions for casework.
- Management of the legal practice or other practice groups (family law and family violence, fines, tenancy and civil) when requested, in the absence of the DLP or another Managing Lawyer.
- Make strategic and ethical decisions regarding the disclosure of confidential information, and application of any legal practice policies to manage the legal and ethical obligations of the legal practice as a whole and any individual lawyers.
- Approve the content of legal professional presentations, community legal education materials and publications for legal accuracy and legal risk prior to publication.
- Review and contribute to advocacy and law reform submissions for legal accuracy and/or legal risk prior to publication and distribution.

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Position key responsibilities

Legal service provision

- Provide high-quality legal advice and casework to clients and manage a limited caseload without supervision.
- Be available to answer questions from staff and volunteers concerning the intake of new matters and/or the strategic direction of ongoing matters.
- Support and attend a small number of internal clinics and outreaches where required.

Staff leadership, development and management

- Supervise legal work of volunteers, intake paralegals, lawyers and senior lawyers including regular file reviews.
- Provide support for direct reports including:
 - Manage and coordinate work throughout the team to enable sustainable workloads for direct reports through regular 1:1 meetings and team meetings.
 - Monitor human resources of direct reports including approving timesheets and leave requests.
 - Development and monitoring of direct reports through Work and Development Plans including conducting periodic performance reviews.
 - Support staff with training and development to fulfil their role and assist with career progression.
 - Ensure direct reports are complying with IMCL policies, the Risk Management Guide, Uniform Law and the Australian Solicitor Conduct Rules.
 - Promote a safe working environment for the team, consistent with IMCL Health, Safety, and Wellbeing policy.
 - Assist IMCL Leadership Team with recommendations for employment contract renewals and assist in the employment contract process as advised.
- Prepare and deliver internal professional development sessions for lawyers and volunteers related to criminal law.

Legal practice leadership

- Be a Responsible Person under the CLC Risk Management Guide.
- Supervise intake staff and/or volunteers, as required.

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- Support the DLP in the management of the legal practice and other Managing Lawyers in identifying and addressing legal practice management issues.
- Identify and manage challenging situations involving clients at risk to themselves or others (or other challenging behaviours), and/or assist other staff dealing with challenging situations as primary support.
- Manage service complaints, conflicts, incidents and practice risk issues and document responses accordingly. Assist with the preparation of incident reports, and insurance notifications, where appropriate.

Stakeholder engagement and program oversight

- Assist with establishing, maintaining and strengthening relationships with stakeholders, in collaboration with the Director of Engagement & Projects.
- Provide technical and strategic input into the development of partnerships and projects.
- Participate in external forums on behalf of IMCL.
- Undertake professional development relevant to areas of practice, management and supervision and staff development.
- Prepare and deliver professional development sessions for key partners.

Policy, advocacy and strategy

- Identify, collaborate and participate in CLE, law reform projects and advocacy as required and in collaboration with the Director of Advocacy & Policy.
- Oversee the implementation of the Strategic Plan and the Organisational Work Plan.

Selection Criteria

Your response to the key selection criteria should not exceed 3-pages in length and we encourage all candidates to provide at least one example per question in the *essential knowledge and skills* section.

Qualifications and skills

1. Hold or be eligible to hold a Principal Practising Certificate in Victoria.
2. At least 5 years of legal practice experience in areas of law relevant to IMCL's youth practice and working with children and young people.
3. Experience in people management and staff supervision.

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Essential knowledge and skills

4. Experience in providing high quality, client-focused and responsive legal services including litigation.
5. Demonstrated experience and understanding of working sensitively with children and/or young people.
6. Experience in developing and and presenting legal practice education to staff and the community.
7. Experience in providing legal practice supervision in line with ethical and professional standards and managing risk within a legal context.
8. Experience in leading a high-performing team including supervision and professional development, legal practice compliance and supporting health and wellbeing.
9. Excellent written, verbal and interpersonal communication and demonstrated ability to communicate effectively with clients, stakeholders, and colleagues.
10. Excellent technical and organisational skills and ability to work under pressure, operate independently and coordinate with others.

Personal attributes

11. Demonstrated commitment to IMCL values and theory of change, social justice and human rights.

Desirable knowledge, qualifications and skills

12. Practice experience one or more areas in criminal law, family violence, fines and tenancy
13. Eligible to be a Victoria Legal Aid Panel Individual Certifier on the Summary Crime Panel pursuant to s29A of the *Legal Aid Act 1978*.
14. Experience in policy, law reform and the provision of community legal education.
15. Understanding of the guidelines applicable to the community legal sector and/or legal aid.

Experience working with clients who are from diverse communities and/or marginalised because they are experiencing homelessness, family violence, mental illness, substance use, financial disadvantage, or are from culturally and linguistically diverse backgrounds

How to apply

Position Description

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident, or hold a valid work permit or visa.

Please submit a covering letter outlining your interest in applying for the role and the addressing the key selection criteria (no more than 2 pages) and provide an updated resume via [Ethical](#) Jobs.

For further information, contact, feel free to contact Marlene Dixon, Director of Legal Practice, at marlene.dixon@imcl.org.au or on 0409945076.