



### Position Description

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| <b>Position Title</b>                | <b>Paralegal</b>   |
| <b>Position Status</b>               | Part Time (0.8EFT) to full time (negotiable) / Fixed term until 30 June 2025 |
| <b>Salary / Award Classification</b> | SCHADS Modern Award (Level 3) + salary packaging + superannuation            |
| <b>Position Reports to</b>           | Managing Lawyer  |
| <b>Position Supervises</b>           | Nil  |
| <b>Date Reviewed</b>                 | March 2023   |

### Women's Legal Service Victoria

Women's Legal Service Victoria is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through a feminist lens that we deliver high quality services to our clients and support each other as colleagues.

WLSV is an employer of choice, providing an inclusive, flexible and supportive environment for our staff to thrive. We welcome women across their career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women's participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

Staff at WLSV are offered:

- An incredibly supportive work environment, working alongside other highly talented professionals, and enabled by an experienced management team
- A strong commitment to your professional development, personal development and mental health
- A genuinely flexible working environment that supports women's participation in employment
- Christmas and New Year shut-down leave
- Salary packaging (which can add up to \$15,900 in tax-free pay per year)

### Our culture

We are passionate, collaborative and solution-focused. We are committed to our mission to build a gender equitable country. We work alongside women experiencing disadvantage, to promote their rights to live free from violence, and make informed choices about their relationships.

We work in a way that is woman-focussed, engaging and supporting the whole person and appreciating the complexity of her situation.

### About our Legal and Policy teams

Our Legal and Policy teams comprise lawyers, policy managers, social workers, financial counsellors and administrators. We provide legal advice and ongoing representation, together with wraparound supports, to women experiencing significant disadvantage in the areas of family law, family violence, child protection and victims of crime assistance. Our direct client work informs our cross-jurisdictional policy and law reform work.

### Position Objectives

The Paralegal will provide high quality legal assistance and support to facilitate the smooth operation of the Legal and Policy teams, and the delivery of its advice and services. The position is required to support legal administration, documents review, casework assistance, preparing briefs, completing legal research tasks and providing general support to the team as required.

### Key Responsibilities

#### 1. Paralegal support

- Provide paralegal services and support to the Legal and Policy teams, including legal and non-legal research, drafting documentation, court documentation preparation, and delivery of written information for consideration by the Legal and Policy teams for inclusion in briefs and other legal documents
- Organising and managing files, paperwork, data and evidence
- Perform data entry and data reviews ensuring accuracy and relevance of legal data and documentation recorded
- Assist in managing communications with clients, either by phone, email or written communications
- Assist lawyers with the conduct of cases
- Contribute to the development and monitoring of Legal and Policy team priorities and outcomes
- Supporting the Managing Lawyers with diary management

#### 2. Organisation

- Work cooperatively with all staff members to advance WLSV and strengthen its integrated service delivery model
- Develop and strengthen external relationships and networks
- Participate effectively in organisational strategic planning initiatives and projects
- Contribute to a healthy, productive group culture where work practices, decision making and behaviour reflect WLSV's feminist philosophy and values

#### 3. General

- Perform other duties as directed and necessary for the proper performance of the role

## Position Requirements

### Essential skills

- High level oral and written communication skills, with demonstrated ability to communicate effectively with staff, clients, external stakeholders and organisations
- Excellent organisational and prioritisation skills, and the ability to manage multiple tasks whilst maintaining quality outcomes
- Fine-tuned research skills, with a solutions focused and resourceful approach
- Strong document management skills with a keen eye for detail and accuracy
- Capacity to exercise sound judgement in dealing with sensitive, confidential matters

### Personal Qualities

- Be a team player with the ability to work autonomously
- Strong interpersonal skills
- The capability to quickly adapt and respond appropriately
- Advanced ability to sensitively communicate with a diverse range of people whilst having understanding and empathy for their complex needs
- Demonstrated ability to be flexible, particularly whilst working in an environment of change

### Qualifications and Experience

- A minimum of 2 years' experience in providing paralegal support, or similar
- Desirable: A Certificate IV in Legal Services

## Shared Organisational Responsibilities

Women's Legal Service Victoria (WLSV) has the following expectations of all employees:

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| <p><b>Values and Behaviours</b></p> | <p>WLSV works within a feminist framework, which means that we work:</p> <p><b><i>Alongside women</i></b>, promoting 'power with' or 'power for' our clients, rather than being complicit in a legal system that maintains 'power over' our clients</p> <p>In a way that is <b><i>woman-focussed</i></b>, engaging the whole person, appreciating the complexity of her situation and supporting women to address <i>all</i> of their needs</p> <p><b><i>As part of a movement for social change</i></b> to challenge the social, political, economic and legal structures that oppress women. We work as equal partners with everyone with whom we work, recognising their strengths and unique contributions. We take up a leadership role, when we can be most effective by engaging or influencing others</p> <p>It is through this framework, that high quality services are delivered to clients. It also defines how we treat each other as employees.</p> |
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|                                | Employees have an important role to play in upholding WLSV's ethics and values, including the Code of Conduct. Employees have an important role to play in upholding WLSV's ethics and values, including the Code of Conduct.     |
| <b>Safe Workplace Actions</b>  | The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times. |
| <b>Policies and Procedures</b> | The responsibilities of this position are completed in line with all WLSV policies related to the position.   |
| <b>Legislative Framework</b>   | The responsibilities of this position are completed in line with the relevant legislative framework of the position's team.   |

### Equal Opportunity Employer

Women's Legal Service Victoria (WLSV) is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for positions within our organisation. It is a key priority of our Reconciliation Action Plan to support principles of self-determination by increasing Aboriginal employment at WLSV. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of Aboriginal and Torres Strait Islander people in achieving a culturally safe and responsive service for our clients.

### Child Safety

Women's Legal Service Victoria (WLSV) is committed to protecting children and vulnerable people who have contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment and maintained for the duration of their employment.

### COVID-19 Vaccination Policy

WLSV is committed in protecting employees, volunteers, students, clients and others associated with WLSV, and the broader community, from infection and to help the organisation manage the spread of COVID-19. It's a condition of employment, as per our internal policy and procedure that all employees must be fully vaccinated against COVID-19 – which includes the booster (3 doses), and able to provide evidence of this (unless you have an exemption).

### National Criminal History Check

It is a condition of employment for all staff to procedure a current National Criminal History Check.