



Position Description

Position Title	Program Manager – CLC New Lawyer Program
Position Status	Full-time or Part Time – negotiable (minimum 0.8FTE) / Fixed term to 31 December 2025
Salary	\$105,000 – 120,000 per annum (pro rata) + salary packaging and superannuation
Award Classification	SCHADS Modern Award 6
Position Reports To	Chief Executive Officer
Position Supervises	None
Date Reviewed	January 2024

About Women's Legal Service Victoria

Women's Legal Service Victoria (Women's Legal) 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.

Women's Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all 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 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 health and wellbeing.
- A genuinely flexible working environment that supports women's participation in employment.
- Up to 7 days bonus leave!

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)

Our Culture

We're continually building on our culture of inclusivity, collaboration and safety so our teams and individuals thrive. We value diversity, build empathy and consider impact to foster belonging and create equity.

Position Objectives

To provide high quality program management expertise to deliver the CLC New Lawyer Program (NLP). The NLP will build the capacity of family law / family violence services in the CLC sector through the employment, development, secondment and support of new lawyers to work in CLCs across Victoria.

The Program Manager is responsible for the implementation of the program, including development and implementation of a high quality, centralised training and development program, engaging with CLCs involved with and interested in the program, the ongoing support of the new lawyers and the CLCs where they are working, and monitoring of impact and evaluation.

Key Responsibilities

Program Management

- Develop and manage the NLP using a strong project management approach, including developing a detailed project plan, managing the program's budget and developing a stakeholder engagement plan;
- Work collaboratively with other members of the organisation to deliver the NLP;
- Develop and deliver a high-quality training and development program for new lawyers, to build skills and expertise in family law / family violence and an understanding of providing this trauma-informed service in the CLC sector;
- Build and maintain relationships with CLCs who are involved in, or interested in the NLP, including supporting CLCs to provide an appropriate and supportive work environment for the new lawyers;
- Work closely with the People and Culture Team to develop an effective recruitment and orientation program;
- Work closely with the steering and advisory committees to provide updates on the development and implementation of the program, as well as gather input to ensure that the program is high quality, effective and relevant; and
- Manage funding and accountability requirements, including impact and evaluation activities.

Organisational responsibilities

- Contribute to a healthy, productive team culture where work practices, decision-making and behaviour reflect Women Legal's feminist philosophy and values.

General

- Participate effectively in organisational strategic planning initiatives and projects.
- Perform other duties as directed and necessary to the proper performance of the role

Position Requirements

1. Skills, Knowledge, and Behaviour

The following skills are required to be demonstrated:

- Demonstrated skills in developing and implementing programs to induct, train and develop professional skills, preferably in the community legal sector;
- Strong project management skills;
- High level stakeholder engagement skills, and proven ability to work effectively with a range of people to negotiate differing needs and expectations;
- High level oral and written communication skills, with demonstrated ability to communicate effectively with staff and external stakeholders;
- Demonstrated ability to be flexible, particularly whilst working in an environment of change; and
- Commitment to continuous learning and development, including a growth mindset.

2. Qualifications and Experience

The following qualifications and experience are required for the position:

- Relevant experience in a program management and/or similar role and/or a relevant tertiary qualification;
- An understanding of and/or experience working in the legal assistance sector (or the community sector) (desirable)
- Experience developing programs to develop competencies of lawyers, especially in family law and /or family violence (desirable)

Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills and expertise of individuals with diverse experiences, including those with lived experience of family violence, Aboriginal and Torres Strait Islander people, women with disability and women

from migrant, refugee or non-English speaking backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the Equal Opportunity Act to employ women only.

Shared Organisational Responsibilities

Women's Legal has the following expectations of all employees:

<p>Values and Behaviours</p>	<p>Everyone who works at Women's Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values.</p> <p>Together, we are:</p> <p><i>Authentic:</i> We are reliable, trustworthy and transparent about how we work. We reflect on our work and take responsibility for our actions.</p> <p><i>Collaborative:</i> We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.</p> <p><i>Courageous:</i> We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.</p> <p><i>Inclusive:</i> We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.</p> <p><i>Purposeful:</i> Our services respond to the community, laws and people we work with. We value curiosity and relish opportunities to improve our work.</p>
<p>Safe Workplace Actions</p>	<p>All staff have a responsibility to always display and promote safe actions in the workplace in line with our Occupational Health and Safety policies and procedures.</p>
<p>COVID-19 Vaccination</p>	<p>Women's Legal encourages staff to follow Australian Government advice about reducing the spread of COVID-19. There are some locations where our staff work, such as</p>

	health services or courts, which may have vaccination requirements for workers. It is the responsibility of Women's Legal staff to ensure that they can meet these requirements to undertake their work duties.
Child Safety	Women's Legal 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.
National Criminal History Check	It is a condition of employment for all staff to produce current National Criminal History Check.