

Position Description

Position Title	Senior Lawyer, Migration
Position Status	Full Time to Part Time (minimum 0.8 FTE) Ongoing
Salary	\$100-\$120k per annum (PRO RATA) + superannuation
Award Classification	SCHADS Modern Award (Level 5)
Position Reports to	Managing Lawyer – Migration Practice
Position Supervises	Nil
Date Reviewed	October 2023

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 8 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.

About our Legal Team

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

Position Objectives

The Senior Lawyer, Migration will provide high quality legal advice and assistance to women on temporary visas who are experiencing family violence. The Senior Lawyer will conduct complex migration matters for women experiencing family violence and disadvantage.

Due to the complexity of the legal issues faced by our clients, the Senior Lawyer will be expected to work as an integrated model of service with all practice areas and may be required to provide legal services at our various work locations, including our health justice partnership at Monash Health. The Senior Lawyer may also be expected to provide mentoring and support to other lawyers within the team, participate in stakeholder and community engagement activities, contribute to the development of education materials and workshop delivery, and provide support to the Managing Lawyer.

This role will contribute to Women's Legal's strategic advocacy priorities and outcomes.

Key Responsibilities

1. Legal practice

- Maintain a high and complex caseload of migration and family violence matters. You may also maintain by a caseload spanning other areas of law such as family law, family violence, child protection, crime and/or victims of crime assistance
- Provide high level legal advice and representation through service delivery programs, including duty lawyer services and our health justice partnership at Monash Health;
- Provide an integrated and holistic client service, working with social workers and financial counsellors, to address both legal and non-legal needs; and
- Work constructively with administration and paralegal staff, to progress legal matters.

2. Migration Program Support

- Build and develop the capacity of Women's Legal to work with and assist women on temporary visas with concurrent family law or child protection law needs;
- Engage in education and training activities to increase Women's Legal's capacity to effectively support women on temporary visas;
- Engage in monitoring and evaluation activities as required;
- Engage with relevant external stakeholders and partners to ensure that outcomes are being achieved; and
- Contribute to the design and evaluation of the program.

3. Mentoring

- Mentor and support other lawyers to develop their legal and practice management skills;
- Lead with empathy, providing feedback in a constructive way and work to build a culture where others feel heard and respected;
- Work alongside junior lawyers on complex files;
- Be available to other lawyers for legal questions and debriefing needs;
- Share knowledge and legal expertise at internal meetings and training with both legal and non-legal staff members;
- Occasionally support and/or mentor lawyers from other Community Legal Centres; and
- Assist in the induction of new lawyers during the rostered shadowing and reverse shadowing duties – using those to be teaching moments and giving constructive feedback.

4. Stakeholder engagement

- Build and maintain strong internal stakeholder relationships including with our integrated program staff, our policy & communications team and education & engagement team;
- Take part in internal consultation and working groups to contribute to policy and law reform;
- Develop and strengthen external stakeholder relationships and networks including with Courts, our pro bono partners, other Community Legal Centres and Government agencies;
- Prepare communications to external stakeholders and respond to stakeholders' enquiries; and

- Represent Women's Legal by attending and delivering training, participating in committees/working groups and liaising with external stakeholders and organisations that have an impact on the work of Women's Legal.

5. General

- Participate effectively in organisational strategic planning initiatives and projects;
- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legals feminist philosophy and values; and
- Perform other duties as directed and necessary for the proper performance of the role.

Position Requirements

1. Skills, Knowledge and Behaviour

- Advanced skills in managing an ongoing caseload in migration including experience working with victims of family violence, competence in identifying and responding to complex cross-jurisdictional legal and non-legal issues;
- High level knowledge, use of and compliance with relevant legislation, regulations, policy, case law, and practice directions;
- Experience and/or ability to mentor and support other lawyers and paralegals;
- Ability to foster cooperation and assistance in working relationships with other staff;
- High level oral and written communication and advocacy skills, with demonstrated ability to communicate clearly with staff, clients, decision-makers, external stakeholders and organisations;
- High level ability to maintain consistent standards of quality service and meeting dead lines while working independently and efficiently;
- Demonstrated ability to be flexible, particularly whilst working in an environment of change; and
- Advanced ability to sensitively communicate with a diverse range of people whilst having understanding and empathy for their complex needs.

2. Qualifications and Experience

- Eligible for admission to the legal profession as an Australian Legal Practitioner;
- A minimum of four years post admission experience in migration law;
- Experience with working with women experiencing family violence;

- Experience in advocacy with the Department of Home Affairs and at the Administrative Appeals Tribunal; and
- Experience in litigation and court advocacy in the Federal Court, Family Court/Federal Circuit Court, Magistrates Court and/or Children’s Court desirable.

Shared Organisational Responsibilities

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

<p>Values and Behaviours</p>	<p>Women’s Legal works within a feminist framework, which means that we work:</p> <p>Alongside women, 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 woman-focussed, engaging the whole person, appreciating the complexity of her situation, and supporting women to address all their needs.</p> <p>As part of a movement for social change 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> <p>Employees have an important role to play in upholding Women’s Legals’ ethics and values, including the Code of Conduct.</p> <p>Our values are: Authentic Collaborative Courageous Inclusive Purposeful</p>
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<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 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.</p>
<p>Child Safety</p>	<p>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.</p>
<p>National Criminal History Check</p>	<p>It is a condition of employment for all staff to produce current National Criminal History Check.</p>