



### Position Description

<b>Position Title</b>	<b>Lawyer – Intake and Access</b>
<b>Position Status</b>	Full-time to Part Time (minimum 0.8FTE) / Ongoing
<b>Salary</b>	\$90K - \$100K (depending on experience) per annum (pro rata) + superannuation
<b>Award Classification</b>	SCHADS Modern Award 4
<b>Position Reports to</b>	Managing Lawyer
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	April 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.

## **About our Legal team**

Our lawyers and paralegals provide legal advice and ongoing representation to thousands of women each year in the areas of family law, family violence, migration, child protection, criminal law and victims of crime assistance. The team supports family violence workers, lawyers and other professionals working with women experiencing family violence with secondary consults. The Legal Team works closely with the rest of the organisation, sharing experience and informing our cross-jurisdictional policy, law reform, education and capacity building work.

## **Position Objectives**

To ensure the provision of high-quality, best practice intake and legal advice services to women as part of our new intake and triage model which is due to commence mid-2024. Due to the complexity of the legal issues faced by our clients, the Lawyer will be expected to work in an integrated model of service, with the ability to triage matters in all practice areas of family law (property and parenting), child protection, migration matters and victims of crime assistance for women experiencing family violence and disadvantage.

The role will include a small caseload in one or more of our practice areas and duty lawyer appearance work.

### **1. Legal and Policy**

- Provide legal advice and assistance to service users, including secondary consultations to workers supporting clients, as part of the new intake and triage model;
- Provide duty lawyer services on a rostered basis;
- Maintain a small caseload of legal matters in family violence and one or more practice area of family law, migration, child protection and victims of crime assistance;
- Provide an integrated and holistic client service, working with social workers and financial counsellors, to address both legal and non-legal needs;

- Work constructively with administration staff, paralegals, volunteers, and students to progress legal practice work; and
- Contribute to the identification of systemic issues arising from our legal practice work and support Women's Legal policy and advocacy work as required.

## **2. Organisation**

- Work cooperatively with all staff members to advance and strengthen our integrated service delivery model;
- Work with our Education and Engagement team to support the development and delivery of internal and external training;
- Work collaboratively with policy staff as required, to address systemic issues in law and policy; and
- Participate effectively in organisational strategic planning initiatives and projects.

## **3. General**

- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect our 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**

The following skills are required to be demonstrated:

- Experience in the provision of legal advice, duty lawyer services and casework in areas relevant to the Women's Legal practice;
- Ability to manage an ongoing caseload in one or more of the practice areas of family law, family violence, child protection, and victims of crime assistance;
- Experience working with victims of family violence and clients with other complex needs through a trauma informed lens;
- Excellent time management skills;
- Ability to maintain a consistent, efficient and high-quality service while working independently;
- Ability to foster cooperation and strong working relationships with other staff and external stakeholders;
- High level oral and written communication skills, with demonstrated ability to communicate in plain language and with a diverse range of clients;
- Demonstrated ability to be flexible, particularly whilst working in an environment of change; and
- Commitment to continuous learning and development with a growth mindset.

## Qualifications and Experience

The following qualifications and experience are required for the position:

- A minimum of two years post admission experience in family law, child protection law and/or victims of crime assistance;
- Some experience in court advocacy in one or more of the following jurisdictions - Federal Circuit and Family Court of Australia, Magistrates Court, Children's Court and/or Victims of Crime Assistance Tribunal; and
- Experience working with women experiencing family violence.

## 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:

<b>Values and Behaviours</b>	<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>
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	<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>
<b>Safe Workplace Actions</b>	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.
<b>COVID-19 Vaccination</b>	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.
<b>Child Safety</b>	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.
<b>National Criminal History Check</b>	It is a condition of employment for all staff to produce current National Criminal History Check.