



Position Description

Position Title	Migration Lawyer
Position Status	Full-time to Part Time (minimum 0.8FTE) / Fixed term for 12 months.
Salary	\$90,000 - \$100,000 (depending on experience) per annum (PRO RATA) + superannuation
MEA Classification	Level 5 Victorian CLC Multi-Enterprise Agreement 2024-2027
Position Reports to	Managing Lawyer Migration
Position Supervises	Nil
Date Reviewed	June 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.

- 5 weeks annual 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 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 also supports family violence workers, lawyers and other professionals working with women experiencing family violence with secondary consults. Alongside the direct service delivery, 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

The Migration Lawyer provides high quality legal advice and representation for women on temporary visas who are experiencing family violence.

Due to the complexity of the legal issues that women on temporary visas experience, the Migration Lawyer will provide legal assistance and work collaboratively with Women's Legal other lawyers, social workers and financial counsellors as part of a wraparound casework, integrated model of service.

Key Responsibilities

1. Legal Practice

- Maintain a caseload of migration and family violence matters. You may also hold a caseload spanning other areas of law such as family law, family violence, child protection, crime and/or victims of crime assistance;
- Provide legal advice and representation through service delivery programs, including duty lawyer services;
- 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

- Assist in developing the capacity of Women's Legal to work with and assist women on temporary visas with concurrent family law or child protection law needs;
- Assist in education and training activities to increase Women's Legal's capacity to effectively support women on temporary visas;

3. 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 Legal's 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:

- Ability to manage 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;
- Knowledge, use of and compliance with relevant legislation, regulations, policy, case law, and practice directions;
- 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 deadlines 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.

Qualifications and Experience

The following qualifications and experience are required for the position:

- Eligible for admission to the legal profession as an Australian Legal Practitioner;
- A minimum of two 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 desirable; and

- Experience in litigation and court advocacy in the Federal Court, Family Court/Federal Circuit Court, Magistrates Court and/or Children’s Court 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>
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	<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 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>National Criminal History Check</p>	<p>It is a condition of employment for all staff to produce current National Criminal History Check.</p>