



Position Description

Position Title	Senior Policy Officer (Women's Legal Services Australia)
Position Status	Part Time – 0.6 - 0.8 FTE / 12-month maximum term contract
Salary	\$99,592 - \$104,103 per annum (pro rata) + superannuation
Award Classification	Level 5 Victorian CLC Multi-Enterprise Agreement 2024-2027
Position Reports to	Chief Executive Officer
Position Supervises	Nil
Date Reviewed	July 2024

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.
- Five 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.

Women's Legal Services Australia

Women's Legal is a member of Women's Legal Services Australia (WLSA), the national peak body for 13 specialist Women's Legal Services across every state and territory, including two First Nations Women's Legal Services. WLSA provides a national voice for Women's Legal Services to influence policy and law reform, build the capacity of Women's Legal Services to achieve better outcomes for women, and advocate to increase access to gender-specialist, integrated legal services for women.

WLSA's mission is to achieve justice, safety, and equality for women, particularly victim-survivors of gendered violence. WLSA advocates for policy, law reform and systemic change in key focus areas, including increased access to specialist legal and support services for women engaged in legal and other systems, including family law, domestic and family violence, criminal justice system for victim-survivors of sexual violence, child protection, and the migration law system for women on temporary visas experiencing violence.

Women's Legal Services provide high quality free legal services for women, including legal advice and representation, support services and financial counselling, community legal education, training for professionals, and engage in advocacy for policy and law reform. Some Women's Legal Services have operated for more than 40 years. Nationally, Women's Legal Services provide legal and support services to over 25,000 women per year.

A list of WLSA's member organisations can be accessed here: <https://www.wlsa.org.au/members/>

Position Objectives

A newly created position, the Senior Policy Officer will work closely with the WLSA Executive Officer (EO) to enhance WLSA's national impact and advocate for reforms for women across WLSA's focus areas.

This role will coordinate policy, law reform, research and WLSA member engagement, lead strategic advocacy and campaigns informed by research and the lived experiences of women, engage with stakeholders and government, and build the capacity of WLSA members to influence systemic change. The role will also provide secretariat support for WLSA's Policy Committees and Communities of Practice.

The role will report to the Women's Legal Chief Executive Officer but will receive day to day direction from the WLSA Executive Officer.

Key Responsibilities

1. Policy and advocacy

- Analyse policy, laws and systems informed by the expertise of specialist Women's Legal Services and lived experience of their clients;

- Coordinate research projects to help build the evidence base and inform policy and advocacy, including data collection and client stories;
- Develop national campaign strategies to achieve justice, safety, equality and independence for women;
- Monitor government, media and public debate to identify opportunities to drive policy, legislative and systemic change;
- Research and draft submissions to government and parliamentary inquiries; and
- Prepare policy briefs and other materials for government, WLSA members, and broader sector engagement.

2. Stakeholder engagement and coordination

- Provide secretariat support for WLSA's Policy Committees and Communities of Practice;
- Represent WLSA in a range of forums, including consultative and advisory committees;
- Conduct consultation processes with WLSA members;
- Identify and facilitate opportunities for WLSA members to contribute to national advocacy campaigns; and
- Engage and consult stakeholders across the legal assistance sector and specialist domestic, family and sexual violence sector.

3. General

- Work collaboratively with the WLSA EO;
- Contribute to a healthy, productive team culture where work practices, decision making, and behaviour reflect Women's Legal's feminist framework and values; and
- Perform other duties as directed and necessary to the proper performance of the role.

Position Requirements

Essential

- Demonstrated commitment to feminist values and social justice;
- Experience in policy or law reform, including an understanding of government or parliamentary processes for legislative reform;
- Ability to think strategically about opportunities for influence, identify and analyse problems, and develop appropriate solutions and recommendations for reform;
- Excellent written and verbal communication skills, including the capability to describe complex issues in plain language, and the ability to analyse, synthesise, present and coordinate the development of written information in a compelling form for a range of purposes;
- Ability to build effective relationships with key stakeholders, including peak bodies, community legal centres, family violence services, and government;

- Excellent interpersonal and conflict resolution skills, including the ability to work collaboratively, consult and negotiate with a range of different stakeholders, and achieve consensus among differing opinions;
- Excellent attention to detail, organisational skills and the ability to prioritise tasks among competing deadlines;
- Ability to work autonomously;
- Commitment to continuous learning and development; and
- A tertiary degree in a relevant discipline and a minimum of 3 years' experience in policy or law reform work.

Desirable

- Knowledge and understanding of legal assistance or family violence services, the nature and dynamics of domestic, family and sexual violence, and equity issues affecting women and the justice system;
- Knowledge of legal systems in areas such as family law, family violence, criminal law, child protection and migration law; and
- A law degree,

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

<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>
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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>
Safe Workplace Actions	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
COVID-19 Vaccination	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.
National Criminal History Check	It is a condition of employment for all staff to produce current National Criminal History Check.