



Ioddon campaspe community legal centre

A program of Advocacy & Rights Centre Ltd

- POSITION:** Manager and Principal Lawyer, full time, maternity leave Fill, 12 Months from date of commencement.
- SALARY:** Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement with over award (SCHADS level 7) salary based on qualifications, skills and experience. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to accommodation and meal/entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered. Relocation assistance may be offered for the right candidate.
- HOURS:** 38 hours per week (Full Time) 7.6 hours per day.
- Flexitime work arrangements are available. Overtime is not payable but flexi time is available within ARC policy guidelines.
- LOCATION:** Advocacy and Rights Centre is located in central Bendigo. The position may service courts or engage with other services throughout and beyond the region.
- APPLICATIONS:** **Applicants must address both the essential and desirable Key Selection Criteria. Applicants who do not address all the selection criteria will not be interviewed.** Applications need to include a covering letter (not exceeding one page) a resume (not exceeding three pages) and the KSC response (not exceeding two pages) and be addressed to Ms Hayley Mansfield, Executive Officer, ARC Justice and emailed by **9.00 am Monday 26 February 2018** to recruitment@arcjustice.org.au. Equal opportunity principles will be applied and people from diverse backgrounds are encouraged to apply.
- INTERVIEWS:** March 2018
- START DATE:** April 2018

KEY SELECTION CRITERIA

Essential (Skills, knowledge, experience, qualification and/or training)

1. Demonstrated experience in legal advice and casework in the areas of community law (law relevant to disadvantaged communities including family law, family violence, child protection, consumer complaints, credit and debt, infringements and summary crime).
2. Capacity to engage in the mentoring and supervision of staff and volunteer lawyers and other relevant personnel, while fostering a collaborative team environment
3. Experience in maintaining best practice in the delivery of legal services ensuring legal compliance.
4. Highly developed organisational skills and the ability to work independently and manage multiple competing demands
5. Program development and management experience, including grant submissions and reporting
6. Demonstrated ability to deliver legal practice within a multi-disciplinary framework, including experience working within a community development and therapeutic framework
7. Experience networking, building relationships and working with a broad range of organisations and stakeholders.

Desirable (Skills, knowledge, experience, qualification and/or training)

1. Prior experience as a principal lawyer or equivalent.
2. Experience in law relating to family breakdown including parenting disputes, child protection and family violence intervention orders.
3. Experience with community organisations and an understanding of the community legal / legal aid sector.
4. Experience in policy, law reform and community legal education.

Prerequisites

1. Law degree with at least 5 years post-admission experience
2. Eligible for a Principal Practitioner practising certificate (authorised to receive trust money) in Victoria.
3. Unrestricted Victorian driver's licence
4. Clear Police record check (concerning offences of dishonesty and personal safety)

JOB DESCRIPTION – MANAGER AND PRINCIPAL LAWYER – LODDON CAMPASPE COMMUNITY LEGAL CENTRE

Organisational overview

Loddon Campaspe Community Legal Centre (LCCLC) (a Program of ARC Justice) operates primarily in the Loddon Campaspe region (LGAs of Greater Bendigo, Loddon, Campaspe, Central Goldfields, Macedon Ranges and Mount Alexander).

ARC Justice is an independent, not for-profit, human rights organisation. Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systemic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

LCCLC services include:

- Legal Assistance (information, referral, advice and casework)
- Legal Education
- Policy and Law Reform Work

LCCLC provides generalist services and a range of specialist services including:

- A Health-Justice Partnership with Bendigo Community Health Services
- Child protection legal assistance services program
- Family Violence legal assistance services
- Bendigo Student Outreach Service at La Trobe University, Bendigo Campus
- Clinical Education Program with La Trobe University law students
- A place-based community justice partnership in Maryborough

Manager and Principal Lawyer role

The Manager and Principal Lawyer is part of the management team and is responsible for the overall functioning of the legal practice, ensuring a high quality service that complies with its professional obligations. A key part of this role is balancing best practice in legal assistance, legal education, and law reform activities, in order to meet community needs. The position has approximately 10 reports with responsibility for project management and ensuring that the strategic priorities of the organisation are met. There is limited direct client work, allowing a focus on the staff management, best practice and strategic direction.

1. Characteristics of the Position

- Exercise managerial responsibility for the legal practice as well as providing specialist legal advice to staff, students and volunteers.
- Creativity in problem solving and creating a team culture of excellence, collaboration, innovation and responsiveness in legal service provision.
- Mentoring and supervision of staff to ensure a well-functioning workplace that supports staff whilst ensuring high quality programs which meet KPIs and organisational goals
- Development and management of programs and projects that meet the organisation's goals and objectives including monitoring and evaluation plans.

- Oversee financial, professional and administrative practices in line with legal practice legislative responsibilities.
- Provide high level strategic advice to Executive Officer and engage in whole of organization planning.

2. Responsibilities

Management

- Oversee the management of legal practice components of CLC activities. The management of other CLC activities (projects and research) will be shared with the Executive Officer or delegate.
- Develop and assess operational policies and procedures related to the legal practice
- Involvement in staff recruitment and performance management
- Develop strategies to deal with staffing issues that arise such as appointment of new staff or workplace conflict
- Oversight of staff supervision, performance reviews, professional development
- Develop and assess program / outreach / partnership / funding opportunities
- Monitoring of relevant financial reports relating to the legal services program
- Reporting on legal service activities to the Executive Officer / Board or funders as required

2. Legal Service Delivery Management

- Monitor and evaluate allocated legal services in order to:
 - ensure quality and consistency of delivery in accordance with casework policies
 - prioritise strategic services and link these to our law reform / policy work
 - effectively communicate these services to our funders / stakeholders.

This involves continuous liaison and regular meetings with legal practitioners regarding the standard of advice and casework undertaken, appropriate client contact / communication and the implementation of processes to capture and communicate strategic work.

- Manage and conduct ongoing casework that is strategic in nature. This casework may include appearances in court, tribunals and / or other advocacy forums.
- Manage and / or oversee all the scheduling of legal services and volunteers.
- Participate in regular scheduled legal services (such as night advice clinics or duty lawyer services) or assist in casework as required to meet program obligations.
- Review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
- Be responsible for practice compliance with relevant professional and ethical standards and risk management practices relating to legal practice including professional indemnity insurance (PII), practice certificate requirements and participation in the Federation of Community Legal Centres (FCLC) PII monitoring programs.
- Manage trust monies, Victoria Legal Aid panel memberships and other reporting requirements.
- Oversee the orientation, training and ongoing management of allocated practitioners, students and volunteers.
- Report activities to the Board of Directors through the regular Progress Report.

3. Community Development, Legal Education and Law Reform

- Monitor casework to identify systemic issues and feed this information into the Service's strategic plan and workplans.

- Monitor opportunities for participation or collaboration in policy and law reform activities.
- Deliver legal education to community members and service providers.
- Raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums, the media (e.g. press releases, radio interviews) and community presentations.
- Authorise CLC legal publications, legal submissions and other written material for legal accuracy.
- Network with a wide range of stakeholders to advance organizational objectives, including the Federation of Community Legal Centres, National Association of Community Legal Centres, Victoria Legal Aid, community legal centres, private legal practices, Courts, the Department of Justice, the Law Institute of Victoria, educational bodies and other relevant community agencies.
- Engage in appropriate Law Reform or Community Development activities as required by the legal service.

4. General Responsibilities

- Attend internal staff and planning meetings.
- Involvement in relevant community network, including the Federation of Community Legal Centre members meetings and working groups.
- Assist in the development of policies and procedures of the organisation.
- Involvement in fundraising and other events as required.
- Contributing to monitoring and evaluation plans and activities.
- Attend national and local conferences as required.
- Participate in professional development through appropriate training.
- Share general office duties as required.
- Undertake other duties as reasonably required by the Executive Officer.

5. Organisational Relationships

- Reports to and works under limited direction from the Executive Officer.
- Management of CLC Staff, Students and Volunteers concerning legal practice delivery.
- Must facilitate the timely and responsible use of grievance procedures to ensure that action is taken when change is required in order for performance to be improved or conflict to be resolved.