



A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)
ABN 23 082 541 240, 171 Hargreaves Street, Bendigo, 3550

POSITION: Senior Lawyer

REPORTS TO: Managing Lawyer

DIRECT REPORTS: This position has approximately 4 reports

SALARY: Terms and conditions of employment are based on the Community Legal Centre's Multi-Business Agreement with over award (SCHADS level 6) 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) A work day is on average a 7.6 hours between the span of 8.00am and 6.30pm. The position may also require travel or attendances outside of these times including to supervise evening advice clinics on a rostered basis. Flexitime work arrangements are available. Overtime is not payable but flexi time is available within ARC policy guidelines.

LOCATION: LCCLC office is located at 171 Hargreaves St, Bendigo. The position may service courts or engage with other services throughout and beyond the region, requiring travel outside of normal work hours (subject to flexitime arrangements) and possible overnight stays away from Bendigo (e.g. Melbourne). The position may service courts or engage with other services throughout and beyond the region.

COMMENCEMENT DATE: February 2020

TERMS: Ongoing

OVERVIEW

Organisational Overview

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

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 systematic 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.

Vision

An inclusive community built on a foundation of human rights and equality before the law.

Purpose

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

Principles that underpin our work

- **Community:** We serve, build capacity and are accountable to the community to which we belong.
- **Learning:** We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.
- **Partnership:** We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.
- **People:** We are committed to ethical and sustainable practice that values our people in achieving our purpose.
- **Recognition of First Peoples:** We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.
- **Respect:** In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

ARC Justice is committed to the health, safety and wellbeing of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety and privacy laws. ARC Justice is committed to safety and wellbeing of all children and young people.

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).

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.

POSITION OBJECTIVE

The Senior Lawyer is responsible for the day to day supervision of a small team of staff, ensuring a high-quality service that responds to community need. The position has approximately 4 reports and a key part of this role is staff supervision, ensuring a strong team culture and high-quality legal services.

The Senior Lawyer will also lead our family violence work, including our place-based specialist family violence service, where they will be based at the service two (part) days per week to provide advice, staff consultations and case work in various practice areas.

All LCCLC staff are rostered to cover different advice services, including night service, family violence duty services and some case work. This is a newly created position at LCCLC and reports to the LCCLC Managing Lawyer.

KEY RESPONSIBILITIES

Staff supervision	<ul style="list-style-type: none"> • Provide regular staff supervision, performance management, performance reviews and professional development reviews for the staff that report into this position. • Mentor staff to ensure a well-functioning workplace, that is supportive and ensures high quality programs, which meet contractual KPIs and organisational goals. • Assist in the orientation, training, coordination and/or ongoing supervision of allocated practitioners, non-legal staff, students and volunteers. • Ensure timely and effective resolution of any grievances that arise to minimise disruption to team.
Legal Practice management	<ul style="list-style-type: none"> • Work with the Managing Lawyer to ensure effective client management systems, practices and work procedures in the LCCLC. • Support the Managing Lawyer to ensure financial, professional and administrative practices are in line with legal practice legislative responsibilities and contracted service requirements. • Coordinate scheduling of legal services and volunteers with assistance from intake staff. • Contribute to and implement operational policies and procedures. • Undertake the role of “Nominated Person” as defined in the “Risk Management and CLC Practice” guide published by the National Association of Community Legal Centres.

<p>Legal service delivery</p>	<ul style="list-style-type: none"> • Provide and support generalist legal assistance (information, referral, advice and casework) in key practice areas including family violence, child protection, family law, general civil and summary crime) in all service modes (by telephone, face to face and at the evening advice service), including outreach services (within the Loddon Campaspe region). • Provide place based services at the specialist family violence service two (part) days per week as part of the Bendigo Family Violence Project (BFVP) - providing advice, staff consultations and case work in various practice areas. • Lead and champion the family violence practice for LCCLC, including: <ul style="list-style-type: none"> ○ Ensuring the implementation and coordination of the BFVP ○ Ensuring the implementation, coordination and advancement of the legal service delivery goals more generally for our family violence work including duty services ○ Support Managing Lawyer to ensure requirements of the BFVP and other family violence projects are met.
<p>Community Development, Legal Education and Law Reform</p>	<ul style="list-style-type: none"> • Monitor strategic opportunities for participation or collaboration with community and engage in legal education, community development, policy and law reform activities, with a focus on the family violence practice. • Monitor casework to identify systemic issues and feed this information into the organisation's strategy, work plans and law reform work. • Raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums. There is also the possibility this position may provide media comment, depending on the skills and capacity of the individual. • Authorise community legal education tools to ensure legal accuracy.
<p>Project management</p>	<ul style="list-style-type: none"> • Undertake project management to ensure that all reporting and funding requirements are met. • Support development of work and evaluation plans.
<p>Ways of Working</p>	<ul style="list-style-type: none"> • Support colleagues and the team environment– we value stepping outside of our day to day work and helping each-other. • We encourage active contribution in meetings and quarterly staff days – we value your input and feedback helps us improve. • Maintain organisational values and behaviours. • Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.
<p>Other duties</p>	<ul style="list-style-type: none"> • Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working. • Seek out training opportunities to further enhance professional development in accordance with duties as required within this position. • Contribute to monitoring and evaluation activities as required. • Participate in regular supervision and meet agreed performance indicators and work plan activities. • Undertake any reasonable additional tasks as directed by the managing lawyer.

KEY SELECTION CRITERIA

Essential (Skills, knowledge, experience)

1. Minimum of 5 years' high-level experience in one or more of our key practice areas; family violence, child protection and family law, as well as experience in general civil and summary crime.
2. Must have demonstrated experience with supervising and mentoring staff including providing regular supervision, reviews and performance management.
3. Must have demonstrated experience in providing strategic case direction, which balances funding, organisational and resource requirements, whilst maintaining best practice in the delivery of legal services.
4. Demonstrated ability to engage with people who have complex vulnerabilities including trauma and a commitment to access and equity principles.
5. Demonstrated understanding of legal practice within a multi-disciplinary framework, including experience working within a community development and therapeutic framework.
6. Experience networking and building relationships with a broad range of organisations and stakeholders.

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

1. Experience in law relating to family breakdown including parenting disputes, child protection and family violence intervention orders.
2. Previous duty lawyer experience (any jurisdiction)
3. Previous experience with developing and delivering community legal education
4. Program/project management experience, including monitoring and evaluation

Prerequisites

1. Eligible for a Practising Certificate in Victoria: ARC Justice will pay for the cost of applying for or renewing a practicing certificate and the employee must continue to meet the requirements for holding a practicing certificate.
2. Unrestricted Victorian driver's license. This is at the employees' own expense.
3. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card (if applicable). ARC Justice will cover the costs involved.
4. As a child safe organization ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.

Signature of Employee: _____

Date: _____

Signature of Employer: _____

Date: _____

Mim Dineen, Corporate Services Manager