

Senior Lawyer – Position Description

The Role

The Senior Lawyer will play a key role in service coordination and supporting staff within a small, impactful and creative legal team, ensuring a high-quality service that responds to community need. Innovative and collaborative, the Senior Lawyer will lead best practice in legal service delivery, design and deliver multi-disciplinary partnerships, appear regularly in court and identify opportunities for strategic advocacy and law reform.

The Senior Lawyer will provide legal assistance to clients in our key practice areas of law. With initial expertise in one or more of our core areas, including family violence, child protection, family law and general civil law, a focused development plan will broaden expertise aligned with legal need and incumbent interest.

The Senior Lawyer will attend outreach court locations to provide advice, appear in court and undertake casework in various practice areas. They will provide supervision, mentoring and strategic case direction to other lawyers, which may also include the supervision of students or volunteers as required.

The incumbent will have the opportunity to deliver on cutting edge justice reinvestment partnerships with First Nations partner organisations, family violence, housing and other social service organisations. This role involves proactive networking and community engagement, and the opportunity to identify systemic issues and think strategically.

Key responsibilities

With supervision and support from the Managing Lawyers:

Practice management

- Day-to-day supervision of legal advice and casework including strategic case direction.
- Lead a team culture of excellence, collaboration, innovation and responsiveness in legal service provision and support staff as matters arise.
- Work with the Managing Lawyers to ensure compliance with the risk management guide and adherence to all accreditation requirements.

- Ensure compliance with ethical, risk and policy guidelines.
- Build internal capacity, systems and processes within identified practice areas.
- Liaise with peers across offices to promote sharing, learning and consistent practice.

Legal Service Delivery

- Provide legal assistance to clients in our practice areas by way of:
 - Information, referral and advice.
 - Ongoing casework which may require conferences and appearance in courts and tribunals.
 - Deliver duty lawyer services at relevant regional courts as required.
 - Deliver place-based services at partner organisations as required.
- Deliver high standards of service to clients often with complex needs, with a focus on therapeutic trauma-informed practice.
- Prioritise strategic casework and services and link these to our law reform, policy and community engagement work.
- Ensure high quality consistent delivery of legal services in accordance with our policies.
- Provide training and supervision to other staff, especially in specialist practice areas of law.
- Participate in legal team meetings and debriefing sessions with colleagues.
- Ensure the complete and accurate collection of client data. Collate client stories for use in advancing advocacy priorities.
- Assist with other program areas within the CLC as required.

Project and partnership management

- Work with the management team to identify priority partnerships, and take a lead role in relationship cultivation and service design to meet the needs of mutual clients.
- Develop multi-disciplinary projects that intervene to resolve or minimise legal problems at the earliest opportunity.
- Collaborate on designing impact frameworks to demonstrate the true value of community lawyering, and compile robust quantitative and qualitative data.
- Build and maintain referral pathways and operational relationships with courts and local service delivery partners to achieve better outcomes for clients.

Stakeholder engagement, education and law reform

- Identify and develop community engagement and legal education opportunities.
- Monitor casework to identify systemic issues and feed this information into the service's strategic plan and work plans.
- Monitor opportunities for, anticipate and collaborate in policy and law reform activities.

Other Roles and Responsibilities

- 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 after consultation with your manager.
- Participate in regular supervision and meet agreed performance indicators and work plan activities.
- 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.

Ways of Working

- Support colleagues and the team environment – we value collaboration.
- Contribute actively in meetings and quarterly staff days – your insight and wisdom helps us improve.
- Maintain and consistently demonstrate organisational values and behaviours.
- Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.

Key selection criteria

Essential (Skills, knowledge, experience)

1. Minimum of 4 years' experience (or equivalent) providing legal advice, casework, negotiation and representation in one or more areas relevant to disadvantaged communities, with a particular focus on our key areas of practice: family violence, child protection, general civil, criminal law or family law.
2. Knowledge of or experience with integrated practice, delivering multidisciplinary services to clients.
3. Demonstrated experience in supervising or mentoring staff or volunteers.
4. Ability to identify systemic themes arising from client experience and community need, to input into strategic policy and law reform initiatives.
5. Exceptional interpersonal skills, including a demonstrated ability to engage with people experiencing disadvantage and trauma.
6. Experience in networking and building relationships with a broad range of organisations and stakeholders.

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

1. A certifying practitioner on the s 29A Victoria Legal Aid panels.
2. Previous duty lawyer experience (any jurisdiction).
3. Experience implementing, advancing and reporting on projects with a strategic focus.

Prerequisites

1. Eligible for an unsupervised Practising Certificate in Victoria.

2. Unrestricted Victorian driver's license.
3. Clear Police record check and either a Working with Children Check or willingness to obtain. ARC Justice will cover the costs of obtaining these.
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.