

POSITION DESCRIPTION

Senior Lawyer

Allied Justice is a for-purpose organisation providing free legal assistance, integrated services and community legal education.

When people experience deep and persistent disadvantages, they often feel trapped in dysfunctional relationships, lost in complex inefficient legal systems, unnecessary processes, and often suffering in silence. We are at the front line of these issues.

We have invested significantly in the development of our new Strategy 2025-2027 to ensure our organisation is providing contemporary integrated services to respond the shared and unique needs of the people we support across 11 local government areas in Western Victoria.

Our commitment is to change life stories through better access to justice, and we achieve this by applying our values – respect, courage, empowerment & kindness – to the people of the communities we serve, our stakeholders and our colleagues.

By providing legal services, community legal education, law reform and integrated services through client centered, trauma informed and culturally safe practice, we will improve the safety and wellbeing of families and individuals.

Position Title:	Senior Lawyer
Accountable to:	CEO
Reports to:	Director of Legal
Direct Reports:	Nil
Supervises:	Lawyers
Location:	This position is located in Ballarat or Horsham, or both
Travel:	This position requires regular travel in the region and to Melbourne
Level:	Level 6
Conditions:	All conditions are in accordance with Victorian Community Legal Centres Multi Enterprise Agreement.
Salary Packaging:	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to Allied Justice's ongoing Fringe Benefits Tax exempt status.

POSITION SUMMARY

The Senior Lawyer will support the Director of Legal with the supervision of the legal team through providing direct supervision and support to lawyers within the scope of their knowledge and ability.

The Senior Lawyer will manage a case load of clients within their practice areas, providing legal advice and representation to clients within the Allied Justice catchment areas. The role will encompass activities including community legal education and law reform in addition to community engagement activities.

DUTIES & RESPONSIBILITIES

Leadership

- Work closely with the Director of Legal to ensure a consistent and collaborative management approach is applied across the legal team
- Collaborate with the Director of Legal in the planning and development of the Service's programs, projects and partnerships
- Identify legal practice improvements
- Identify emerging law reform issues
- Identify learning and development opportunities for direct reports

Supervision

- Supervise, support and mentor junior lawyers in their practice ensuring legal services are accessible and of a high standard
- Support junior lawyers to provide legal services within internal guidelines, funding guidelines and in accordance with professional legal standards, uniform rules and regulations for Lawyers, government and professional indemnity insurance requirements as well as the mandatory Risk Management Standards for Community Legal Centres.
- Support the Director of Legal to evaluate legal procedures and file management systems, implementing improvements as required.
- Monitor the required caseload set in accordance with funding targets
- Conduct annual performance appraisals of Junior lawyers.

Legal Service Delivery

- Provide legal information, advice, representation and casework services to clients in accordance with Allied Justice's Casework Guidelines and the National Legal Assistance Partnership 2020-25 (NLAP)
- Facilitate referrals of clients to other relevant services and community resources, based on a sound knowledge of and relationships with other service providers and government departments
- Maintain an appropriate file management system including participating in case management meetings, up to date file notes and participate in regular file reviews
- Ensure that all work is conducted within the requirements of the Legal Profession Act 2004 and Rules, the Allied Justice's Professional Indemnity Insurance and policies and procedures
- Adhere to and implement Allied Justice strategic plan including enhancing the organisation capability to deliver holistic integrated services

Community Development

- Proactively promote and raise the profile of Allied Justice by identifying opportunities, and building and maintaining positive relationships with key stakeholders including, but not limited

to, Court officials, legal firms, Victoria Legal Aid and social support agencies

- Assist with Community Legal Education activities in consultation with Allied Justice's Project and Education Officer via alternative methods such as Webinars
- Identify trends and issues arising from legal advice and casework practice
- Participate in relevant law reform activities such as submissions and campaigns

Service Development & Reporting

- Liaise with the Director of Legal on a regular basis and attend casework meetings as required
- Participate in organisational development activities and strategies

Monitoring & Evaluation

- Contribute to monitoring and evaluation as required

Professional Development

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and comply with CPD requirements

EXPECTATIONS OF ALL EMPLOYEES

Health and Safety

- Create, maintain, and foster a safe workplace
- Identify, report & correct any unsafe acts, conditions, or behaviours according to Allied Justice Policies and Procedures and OH&S requirements

Risk Management

- Ensure compliance with all requirements of the Risk Management Guide for Community Legal Services
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and legislative requirements
- Ensure compliance with the [Legal Profession Uniform Law Application Act 2014 \(Vic\)](#), [Legal Profession Uniform General Rules 2015](#) and other relevant legislation

EEO and legislative requirements

- Contribute to zero tolerance of sexual harassment, discrimination, racism, homophobia, and transphobia in the workplace.
- Require all staff to be sensitive and inclusive of individual needs including but not limited to disability, culture, race or religion, as well as parental and caring responsibilities.
- Encourage applicants for all Allied Justice roles from diverse backgrounds.

Culture and Compliance

- Actively support Allied Justice's purpose, values and Strategy.
- Ensure compliance with Allied Justice Code of Conduct.
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and

legislative requirements.

- Allied Justice encourages applicants from diverse backgrounds.
- Supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation

KEY SELECTION CRITERIA

Essential

1. Holds or is eligible to hold a current Victorian Lawyers Practising Certificate and is admitted to practice in the Federal Jurisdiction with a minimum 5-year post admission experience.
2. Critical interpersonal communication skills, including communicating with clients with empathy.
3. Sound organisational skills and ability to manage workload and competing demands, keep accurate files and records, meet deadlines and work effectively as part of a team.
4. Understanding and commitment to principles of social justice and to working effectively with disadvantaged people.
5. Demonstrated skills and knowledge of a broad range of legal matters in practice areas.

Desirable

6. Experience in supervising lawyers including training and supporting the professional development of lawyers.
7. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres.
8. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education.
9. An understanding of the principles of trauma informed practice.

QUALIFICATIONS

- Tertiary qualification in a relevant field, such as community development, social work, public policy or law, or significant experience in a similar role.
- Current Victorian Driver's Licence
- Cleared National Police Record Check (it is the responsibility of all staff to notify the organization immediately if there are any changes to their criminal records status)
- Current right to work in Australia
- Valid, employer Working with Children Check
- Physical ability to safely undertake all aspect of the position