

Position Description

POSITION DETAILS

Job title:	Senior Lawyer Community Legal PACER Partnership
Classification level:	SCHADS Level 6
Reports to:	Principal Lawyer for legal practice matters
Direct reports:	Lawyers and volunteers (where required)
Employment status:	Full-time (part-time negotiable) 12 months
Remuneration:	Salary package in the range of \$85,000 - \$90,000 pro-rata per annum based on qualifications, skills and experience. Plus superannuation, relevant allowances and the benefits of salary packaging available up to \$16,000 (or up to \$8,000 benefit) per annum.
Employment conditions:	In accordance with the Victorian Community Legal Centres Multi Enterprise Agreement (2009) and applicable legislation.
Pre-employment verification:	Employment may be subject to professional reference checks, a Police Record Check and a Working with Children's check (if applicable).

INNER MELBOURNE COMMUNITY LEGAL

Inner Melbourne Community Legal (IMCL) is focused on promoting access to justice for people experiencing financial or other forms of disadvantage, through the provision of free and accessible legal assistance, education, advocacy and law reform.

As part of the IMCL team, the position holder will provide leadership in implementing IMCL's strategic objectives, mission and values as set out in the strategic plan.

In 2019, IMCL commenced a new partnership with the Inner-West Police and Clinician Emergency Response (PACER) program, seeking to provide response legal services to individuals experiencing mental health crisis through referral from the PACER team.

POSITION CONTEXT

This role will comprise the following key elements:

- Develop partnerships and strengthen stakeholder relationships (with Royal Melbourne Hospital Mental Health Clinicians and Victoria Police in particular).
- Lead the management of these partnerships in order to implement a service model and maximise referrals.
- Provide direct legal services (advice and casework) to clients, particularly those experiencing mental illness referred by the Inner-West PACER team.
- Work under the supervision of the Director of Projects and in consultation with external consultants to support the development and implementation of a human-centred-design project framework, including the preparation of project reports.
- Supervise and mentor IMCL lawyers and paralegals in the provision of PACER Partnership-related legal work
- Ensure compliance with IMCL's legal assistance guidelines, policies and procedures

WORKS WITH

IMCL management, lawyers, non-legal staff and volunteers.

DECISION MAKING AUTHORITY

Operation of cases within areas of leadership and expertise.

POSITION DETAILS		
	Key Responsibilities	Performance Measures (further measures to be added as part of performance agreement)
1.	<p>Legal advice and casework</p> <ul style="list-style-type: none"> Provide high quality legal advice and casework to clients referred by the Inner-West PACER team and other clients as required. 	<ul style="list-style-type: none"> Deliver legal advice Manage a caseload and a project as negotiated annually Manage in-house and/or outreach clinic(s) as agreed Escalate high risk matters to the Principal Lawyer, as appropriate
2.	<p>Project Development and implementation</p> <ul style="list-style-type: none"> Actively contribute to project/service design and implementation using a human-centred-design approach; Support all aspects of project monitoring and evaluation. 	<ul style="list-style-type: none"> Engage with staff and consultants in all aspects of project design and evaluation; prepare documents, materials and reports
3.	<p>Partnerships</p> <ul style="list-style-type: none"> Represent the Centre in key networks and forums Lead and develop community legal education Lead and participate in law reform projects 	<ul style="list-style-type: none"> Lead and participate in professional development with the PACER partners Lead and/or participate in law reform projects related to findings that emerge from the PACER Partnership. Prepare and deliver professional development sessions for lawyers and volunteers related to the PACER Partnership. Participate in external PACER forums as IMCL's representative as required.
4.	<p>Supervision and support of lawyers and staff</p> <ul style="list-style-type: none"> Supervise legal work of lawyers, other staff and volunteers Be a Nominated Person under the CLC Risk Management Guide 	<ul style="list-style-type: none"> Provide appropriate levels of supervision Supervised staff to achieve goals under Performance Agreements
5.	<p>Professional Development</p>	<ul style="list-style-type: none"> Undertake professional development relevant to areas of practice, other related work and development plan

KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications and Skills

1. Eligible to hold an unrestricted legal practising certificate in Victoria
2. At least four years' legal practice experience in areas of law relevant to IMCL's practice, including well developed technical ability to provide legal assistance in a broad range of matters which may include family violence, criminal law and/or civil law

Essential Knowledge & Skills

3. Highly motivated with demonstrated capacity for excellence, innovation and responsiveness in legal service provision and client focused service delivery
4. Demonstrated high level of written, verbal and interpersonal communication
5. Demonstrated skills in successfully developing partnerships and managing relationships with a range of stakeholders in the health, justice or community sectors

Desirable Knowledge and Skills

6. Experience in policy, law reform and community legal education
7. Demonstrated experience in providing legal assistance for people experiencing mental illness.

Personal Attributes

8. Demonstrated commitment to the values and mission of IMCL