

SCHEDULE 1

Lawyer Position Description

Position Title	Lawyer (Family Law and/or Child Protection)
Position Status	Full-time or Part Time (minimum 0.8EFT) – negotiable / Fixed term for 12 months
Salary	\$74,000 – \$85,000 (depending on skills and experience) + salary packaging and superannuation
Award Classification	SCHADS Modern Award (Level 4)
Position Reports to	Managing Lawyer
Position Supervises	Nil
Date Reviewed	July 2021

Women's Legal Service Victoria

Women's Legal Service Victoria is a not for profit organisation which has been providing free legal services to women since 1982. We work with and for women experiencing particular disadvantage to address legal issues arising from relationship breakdown or violence.

Position Objectives

To provide high quality legal advice and representation to women experiencing disadvantage

To contribute to the Legal & Policy team's strategic advocacy priorities and outcomes

WLSV practices a devolved style of leadership where our directors connect their teams with information and resources so that all staff are empowered to perform their roles in an autonomous manner

Key Responsibilities

1. Legal and policy

- Maintain a caseload of legal matters spanning family law, family violence and child protection
- Provide legal advice and representation through WLSV's other service delivery programs
- Work collaboratively with policy staff to address systemic issues in law and policy, including through strategic casework
- Work constructively with administration, volunteers and students to progress legal and policy work
- Contribute to the development and monitoring of Legal & Policy Team priorities and outcomes

2. Organisation

- Work cooperatively with all staff members to advance WLSV and strengthen its integrated service delivery model
- Develop and strengthen external relationships and networks
- Participate effectively in organisational strategic planning initiatives and projects

- Contribute to a healthy, productive group culture where work practices, decision making and behaviour reflect WLSV's feminist philosophy and values.

3. General

- Perform other duties as directed and necessary for the proper performance of the role

Position Requirements

1. Skills, Knowledge and Behaviour

The following skills are required to be demonstrated:

- Experience in court advocacy and in the preparation of cases involving family law and family violence issues and/or child protection issues
- High level experience and knowledge in all aspects of casework
- Ability to maintain consistent standards of quality service while working efficiently and completing tasks within limited time constraints
- Excellent time management skills
- Ability to foster cooperation and assistance in working relationships with other staff
- High level oral and written communication skills, with demonstrated ability to communicate effectively with staff, clients, external stakeholders and organisations
- Demonstrated ability to be flexible, particularly whilst working in an environment of change
- Advanced ability to sensitively communicate with a diverse range of people whilst having understanding and empathy for their complex needs

2. Qualifications and Experience

The following qualifications and experience are required for the position:

- Eligible for admission to the legal profession as an Australian Legal Practitioner
- A minimum of two years post admission experience in family law and/or child protection law, in particular in litigation

What we do

- We provide legal advice and representation to women experiencing disadvantage.
- We advocate for law and policy that respects and promotes the rights of women.
- We build the capacity of other professionals and the community to identify and respond appropriately to legal need.

Why we exist

We exist to help build a gender equitable country.

Our unique contribution to this vision, as lawyers, advocates and educators, is to work alongside women experiencing disadvantage to promote their rights to live free from violence and make informed choices about their relationships.

Shared Organisational Responsibilities

Women's Legal Service Victoria (WLSV) has the following expectations of all employees:

Values and Behaviours	<p>WLSV works within a feminist framework, which means that we work:</p> <p>Alongside women, promoting ‘power with’ or ‘power for’ our clients, rather than being complicit in a legal system that maintains ‘power over’ our clients</p> <p>In a way that is woman-focussed, engaging the whole person, appreciating the complexity of her situation and supporting women to address <i>all</i> of their needs</p> <p>As part of a movement for social change to challenge the social, political, economic and legal structures that oppress women. We work as equal partners with everyone with whom we work, recognising their strengths and unique contributions. We take up a leadership role, when we can be most effective by engaging or influencing others</p> <p>It is through this framework, that high quality services are delivered to clients. It also defines how we treat each other as employees.</p> <p>Employees have an important role to play in upholding WLSV’s ethics and values, including the Code of Conduct.</p>
Safe Workplace Actions	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
Policies and Procedures	<p>The responsibilities of this position are completed in line with all WLSV policies related to the position.</p>
Legislative Framework	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position’s team.</p>
Equal Opportunity Employer	<p>Women’s Legal Service Victoria (WLSV) is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for positions within our organisation. It is a key priority of our Reconciliation Action Plan to support principles of self-determination by increasing Aboriginal employment at WLSV. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of Aboriginal and Torres Strait Islander people in achieving a culturally safe and responsive service for our clients.</p>

Inherent Physical Requirements

Predominately an office based position with a high volume of computer and telephone based work.

Physical Demands of the Task and % of time allocated

Demand	Unlikely	Occasional <30%	Frequent 30 - 60%	Constant >60%
Sitting			X	
Driving		X		
Standing		X		
Walking		X		
Steps / Stairs		X		
Squatting	X			
Kneeling	X			
Looking Up		X		
Looking Down		X		
Bending Spine Forwards	X			
Working with hands above shoulder height	X			
Reaching forwards or sideways	X			
Gripping or Grabbing	X			
Fine Hand Coordination	X			
Lifting from Floor to Waist	X			
Lifting at waist height	X			
Lifting from waist to overhead	X			
Carrying equipment	X			
Pushing	X			
Pulling	X			
Holding, Supporting or Straining	X			

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by WLSV during the term of your employment.

Agreement

I hereby accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the terms and conditions of employment of and I agreed to abide by the terms and conditions stipulated therein.

Name (please print): _____

Signature: _____

Date: _____