

Position Description

Position details

Position Title:	Manager Strategic Projects/Principal Advisor
Purpose:	This role will help to ensure that First Step Legal (FSL) achieves its purpose, vision and strategic priorities: to provide exceptional service delivery to vulnerable and marginalised individuals. You will work with a cohesive high-performing, legal team within a unique Health Justice Partnership (HJP), providing high-level management and stakeholder support as well as the strategic project leadership of at least two new HJP projects - Alfred Health and Star Health. In this role, you will make a difference, leading to systemic impact and advocacy.
Classification:	SCHADS Level 8 negotiable, commensurate with skills and experience
Reports to:	Director of Legal Services
Location:	St Kilda + outreach locations with initial WFH arrangement as per COVID19 requirements
Employment Status:	2 year fixed term contract with all positions subject to continuation of project funding
Hours:	Part-time 0.4-0.6 FTE (15-22.5 hrs per/week) subject to negotiation
Probationary period:	A three month probationary period applies.

The Organisation

First Step Legal (FSL) operates as a Health Justice Partnership (HJP) within First Step, a not for profit mental health and addiction clinic in St Kilda. FSL is a unique Community Legal Centre providing pro bono, legal advice and representation to among the most marginalised in the community. FSL practices predominantly in relation to criminal law and family violence matters. Assistance is also provided with infringement, debt and other matters on an ad hoc basis. FSL currently comprises a small team of 2 part-time lawyers, a legal case manager and several volunteer paralegals.

FSL's vision is to increase access to justice for clients struggling with mental health and addiction issues, to enable them to access supports to rebuild and improve their lives and to achieve legal and court outcomes supportive of their continued recovery and rehabilitation in the community. FSL also works to champion HJPs and therapeutic, compassionate legal practice via law reform and advocacy opportunities.

FSL aims to embody a methodology of practice which values:

- Delivering excellence in the provision of our legal services to clients within a framework of compassionate legal practice
- Ensuring clients are well-informed about the process and conduct of their legal matters
- Assisting clients who are genuinely engaged or wanting to be engaged in treatment, recovery and therapeutic interventions that will support their ongoing wellbeing
- Giving clients agency in decisions regarding their treatment that best support them and their needs
- Working hard to achieve legal resolutions that will support ongoing recovery and rehabilitation.

Funding Sources

FSL receives funding from a variety of sources including philanthropic, corporate, government and quasi-government sources. This includes Victorian Legal Services Board (VLSB) project funding and recently, 3 year Community Legal Services Program (CLSP) funding, administered through Victoria Legal Aid. FSL is expanding its HJP model by undertaking some new HJP outreach pilots. FSL is moving into a new expanded office space in St. Kilda, adjoining First Step (subject to COVID restrictions).

The Role in Context

The role of **Manager Strategic Projects/Principal Advisor** is primarily an externally-focussed role which will provide Strategic and Stakeholder support to the Director Legal Services It will project manage at least two new outreach pilot projects (one at the Alfred Health; the other at Star Health) which will enable FSL to directly support clients with legal issues in these new settings, to support them to rebuild and restore their lives. Additionally, FSL is commencing a *Data Transition Project*, with support from the Federation of Community Legal Centres (FCLC) to transition to *Action Step*, a new document management system and ensure compliance with CLSP funding guidelines. The incumbent will work with Consultants and Partnership Stakeholders, as well as collaboratively with the Practice Manager, Lawyers and students, overseeing/backing up the practice area, as required.

Work will be conducted in line with COVID-19 restrictions and safety.

Key Responsibilities

Key Responsibility Areas
<p><u>Strategic and Stakeholder Support</u></p> <ul style="list-style-type: none">• Provide high-level strategic and stakeholder support to the FSL Director of Legal Services.• Manage the FSL's project budgets and financials to ensure that the programs and grants are properly acquitted and priorities are met.• Work with the Director of Legal Services to ensure continuity of funding and support the development of new funding grants.
<p><u>Project Management</u></p> <ul style="list-style-type: none">• Lead the development and rollout of the two new projects at Alfred Health and Star Health including preparation of project documentation.• Review existing projects and collaboratively develop further innovative projects/programs that seek to address the paradigm of disadvantage and unmet legal need for people with mental health and addiction issues, achievement of which will be through accessing existing and new referral pathways as well as supports, programs and reform agendas.• Ensure appropriate processes are in place to support effective project delivery so that projects are delivered on time, on budget and to specifications.• Lead the development and maintenance of a monitoring and evaluation framework for all projects and programs.• Continue to evolve strategic multidisciplinary partnerships at current and future locations.• Act as Project Manager on relevant steering committees and manage stakeholder relationships.

Practice Policy Development and Management Support

- Lead the review and refresh of FSL policies and procedures to ensure they are fit for purpose for the newly expanded FSL services.
- Provide high quality back-up support of FSL's legal practice as an additional PPC holder, as required, to support the Practice Manager in the management of the practice, support of staff and recruitment, induction and training of new staff and support complaint management.

Organisational Obligations

- Become familiar with all aspects of FSL's operations.
- Collaborate with the management at First Step and the legal team to ensure that there is cohesion across the organisation and a positive workplace culture.
- Meet organisational obligations, as agreed with the Director Legal Services, including by –
 - Undertaking training/professional development which meet FSL's organisational and professional development requirements.
 - Participating in FSL activities including staff, team and agency meetings, supervision and debriefing.

Health & Safety

- Monitor and develop overall satisfaction, engagement and wellbeing of FSL staff.
- Actively contribute to health and safety at FSL by being aware of safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace including additional requirements to maintain a COVID-safe workplace.

Key Selection Criteria

Qualifications, Knowledge and Skills, Personal Attributes:

Highly Desirable

- Admitted as a legal practitioner in Victoria and hold an unrestricted practising certificate
- Hold or eligible to hold a Principal Practising Certificate
- Demonstrated extensive, relevant leadership, policy development and influencing experience including:
 - experience leading a team or impact area
 - ability to make reasoned, strategic decisions in a collaborative manner, including about competing priorities in a busy workplace;
 - ability to handle and resolve challenging situations or issues;
 - ability to work autonomously, with limited direction.
- Demonstrated experience managing and delivering projects in a health-justice partnership or other legal environment including experience working with marginalised and vulnerable communities.
- High level of organisational awareness and understanding of political processes.
- Excellent communication skills and demonstrated ability to work collaboratively and confidently to engage with a diverse range of stakeholders and to build strong partnerships.
- Strong commitment to social justice and community engagement, including a demonstrated understanding of the social context of law and issues faced by vulnerable and/or disadvantaged communities.
- Strong computer literacy skills.

Approval and Acknowledgement

Date PD last reviewed: New PD

PD Approved by: FSL Managing Lawyer

Date of approval: September 2020

