

Position Description Senior Lawyer Gippsland Community Legal Service

Position Purpose

Gippsland Community Legal Service (GCLS) is an independent non-profit service managed by Anglicare Victoria. GCLS is funded by the Federal and State Governments to deliver free legal services throughout the Gippsland region. The mission of GCLS is to improve access to justice for all members of the Gippsland Community by providing legal advice and advocacy, empowering individuals and groups through community education, and to remove systemic injustice by advocating for law reform.

Position Objectives:

- To provide high quality effective supervision, both formal and informal to community lawyers, volunteers, and other legal staff
- Lead the team in the provision of accessible legal information, advice, referral and representation to disadvantaged members of the community.
- Together with the Principal lawyer, identify opportunities for service and systems improvements in the practice and help to lead change and to support staff to undertake their legal work effectively. To assist GCLS to achieve its objectives and strategies as outlined in its Community Legal Services Plan.
- Oversee and participate in GCLS' family violence duty lawyer service at Gippsland courts as needed.
- Coordinate and provide legal education programs to professionals and members of the community that encourage greater awareness of legal rights and responsibilities as well as access to the legal system.
- To identify and address social injustices and identify areas of need within Gippsland.

Organisational Context

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower. We strive to create an environment where employees feel valued and rewarded. By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

Anglicare Victoria is committed to ensuring diversity and inclusivity are embedded throughout our organisation for the benefit of our clients, volunteers and employees. Welcoming, supporting and celebrating diverse talents, knowledge, perspectives and experiences strengthens our workforce and our relationships with the communities we work with.

Our focus is to create a more just society which means eliminating discrimination in the services we deliver and the workplace we provide. We strive to be an inclusive, safe and responsive organisation which promotes diversity and actively supports inclusion for Aboriginal and Torres Strait Islander peoples, people from LGBTIQ+ communities, people with disabilities, people from diverse cultural and linguistic backgrounds, people of all ages, people with caring responsibilities and people with diverse religious beliefs or affiliations.

Being a diverse and inclusive organisation goes to the very heart of our work, and supports our strategic intent to transform the future of vulnerable children and their families.

Position specifications

Position	Senior Lawyer
Reports to:	Principal Lawyer
Direct reports:	As applicable
Internal stakeholders:	Program Manager, all internal Anglicare staff and support staff.
External stakeholders:	Legal Service Board, External Funders, Federation of CLCs, Association of CLCs, other Government bodies, Strategic networks and partners, External Auditors
Classification	SCHADS Award Level 7 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full time (38 hours per week)
Duration	Ongoing
Location	Gippsland

Key responsibilities

Operational activities

- Supervise and mentor the work of community lawyers and provide direct guidance in the delivery of legal advice and file management.
- Support and develop direct reporting staff, maintaining ongoing and regular supervision, performance management, performance reviews and professional development.
- Assume the role of Nominated Person when delegated by the Principal Lawyer.
- Support the Principal Lawyer to ensure practices are in line with legislative responsibilities and contracted service requirements.
- Ensuring the provision of a range of legal services associated with the role; including family violence intervention orders, case management of files, statistics, information, advice, referrals and representation at court.

- Undertaking professional practice and program development activities in order to promote best practice, law reform, research, education and the ongoing quality improvement of the service.
- Opportunities are provided for you to undertake ongoing professional development through quality supervision, training, development and coaching.
- Maintaining administrative aspects of the role in accordance with the GCLS quality plan, targets, and legislative requirements.
- Ensure that service delivery is focused on the needs of the service users and that it occurs within the constraints of budget and Service Agreement parameters.
- Develop, maintain and authorise Community Legal Education material and resources as required.
- Build and maintain effective relationships including liaison, negotiation and consultation with key stakeholders.
- Respond to inquiries or complaints in relation to service delivery and escalate these to program and regional management as required.
- Meet compliance with agency and program specific policies, procedures and audit requirements

Workplace Health & Safety activities	Inclusivity
<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures. • Take reasonable that your actions or omissions do not adversely affect the health and safety of themselves and others • Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace • Report all injuries, illness or 'near misses' to your Supervisor or Manager • Participate in relevant health and safety training based on roles and responsibilities 	<ul style="list-style-type: none"> • Ensure an engaged, positive and professional workplace culture in line with the expectations and policies of Anglicare Victoria. • Ensure an inclusive environment for all to support the maturing of our workforce in respect to Diversity & Inclusion across all groups including LGBTIQ and Indigenous and Torres Strait Islanders. • Promote and role model positive behaviours and an open, inclusive and collaborative approach to working always behaving ethically and with integrity

Selection Criteria

<h3>Training and Qualifications</h3> <ul style="list-style-type: none"> • Hold, or eligible to hold, an unrestricted practising certificate in Victoria, with at least 4 years post admission experience. 	
Essential experience and skills	Capabilities required
<ul style="list-style-type: none"> • Experience in supervising and mentoring legal staff, providing high quality effective supervision and team leadership. • Ability to lead a team with a focus on support, cohesion and collaboration. • A commitment to the promotion of social justice and human rights, in particular the rights of people to live free from violence and abuse. • Client-focused, with high level written and verbal communication. • Demonstrated high level administration, organisational and time management skills. Capacity to use initiative, manage workloads and work vigorously to achieve goals. 	<ul style="list-style-type: none"> • Displays resilience • Has a learning mindset • Shows cultural awareness • Puts clients first • Works collaboratively • Demonstrates technical and professional acumen • Manages, coaches and develops people • Inspires direction and purpose • Leads change
<h3>Essential requirements</h3> <ul style="list-style-type: none"> • All Anglicare Victoria team members must provide evidence of their valid working rights through an Australian/New Zealand birth certificate or passport, Citizenship certificate or Permanent residency certificate or an International passport with evidence of a valid working visa, which is subject to a Visa Entitlement Verification Online (VEVO) check. • All Anglicare Victoria team members' offers of employment are subject to a satisfactory Criminal History Check and possession of a current Working with Children Check prior to commencement. 	