

POSITION DESCRIPTION

POSITION:	Managing Employment Lawyer
EMPLOYMENT TYPE:	Full time, 38 hours per week
POSITION HOURS:	Monday to Friday, 7.6 hours per day between the core hours
REPORTS TO:	Director of Legal Practice
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Victorian Community Legal Centres Multi Enterprise Agreement (MEA) 2024-2027
REMUNERATION:	SCHCADS Award Level 7

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit generalist community legal centre which operates in one of the fastest growing areas of Melbourne, and has a significant catchment including the Merri-bek, Hume and Mitchell Shire Local Government Areas. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. NCLC recognizes that there are members of our community who suffer serious disadvantage and has prioritized marginalized people who have the least resources and ability to access legal assistance including; newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues. We have growing legal and community development teams undertaking a range of innovative projects and programs to identify and support those with the greatest legal needs.

NCLC values an inclusive, flexible and supportive environment and are committed to providing a culture towards our clients, staff and stakeholders that reflects our values:

- **Respectful:** Acting with integrity, inclusiveness and accountability to each other, our clients and the community
- **Innovative:** Using creativity and flexibility to find the best possible solutions for our clients
- **Connecting:** Working with our community to achieve shared goals
- **Passionate:** Caring and supportive
- **Outstanding Service:** Delivering beyond expectations

Staff are offered:

- A supportive work environment, working alongside passionate and talented professionals, supported by an experienced management team.
- A deep commitment to your ongoing professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports individuals.
- 5 weeks annual leave on top of a Christmas to New Year paid leave.
- Salary packaging (which can add up to \$15,900 in tax-free pay per year).

ABOUT THE WORKING WOMEN'S CENTRE

NCLC is part of the consortium delivering the Working Women's Centre Vic (WWC Vic) part of a national program which provides trauma informed legal services using a gender-based and feminist lens, to help build a gender equitable society where women workers have decent, safe and fair work. We help all workers identifying as women (whether cis or trans) as well as non-binary workers.

[Working Women's Centre Victoria](#)

POSITION OBJECTIVE

The Managing Employment Lawyer will lead our employment law team and reports to the Director of Legal Practice. You will be responsible for ensuring high quality employment and equality law advice and casework to women workers, including migrant and refugee women, young women and women experiencing family violence. Working closely with other NCLC lawyers and community development workers, you will ensure wrap around services including community engagement.

POSITION RESPONSIBILITIES

Legal Service Delivery

1. Provide client-centred, trauma informed and culturally safe discrete legal assistance and representation services in relation to workplace legal issues, in accordance with WWCVic model guidelines.
2. Undertake complex and strategic litigation.
3. Collaborate with in-house social work and financial counselling supports to address non-legal issues and ensure positive client outcomes.
4. Identify matters appropriate for referral to generalist streams for assistance with other legal issues, such as assistance with victims of crime compensation applications, migration, debt matters, tenancy issues and others.
5. Provide Outreach services and regional road show mobile legal clinics as required.

Employment Law Team Supervision

1. Provide support and supervision of lawyers to ensure high quality and accurate advice and ensure the proper management of client case files.
2. Take an active role in the professional development of junior lawyers.
3. Ensure that the Employment team provide efficient and accurate data entry within the relevant CMS systems.

Identify and Support Service Improvement

1. Manage and oversee cases and participate in a process to identify complex and intersecting legal and non-legal issues.
2. 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.

3. Together with the Director of Legal Practice and the Deputy CEO, implement an evidence-based framework to guide the future of service delivery and design.
4. Contribute to regular review and evaluation of program, including utilising survey and evaluation tools with clients, and collecting client outcomes data.

Advocacy Reform and Strategic Development

1. Collaborate with the centralised gender specialist to co-develop community legal education and resources.
2. Contribute to thematic reports, where appropriate.
3. Contribute to issues papers and law reform submissions, where appropriate.
4. Together with the Management team, identify potential funding opportunities and projects.

Community Development and Legal Education

1. Ensure the facilitation and delivery of community legal education and community development including provision presentations and workshops as required.
2. Raise NCLC's public profile and promote awareness of legal rights and responsibilities, through participation in public forums, and community presentations.

POSITION REQUIREMENTS

Essential Selection Criteria

1. Eligible to hold an unrestricted practising certificate in Victoria, with at least 5 years post-admission experience.
2. Demonstrated practice experience and expertise in employment law, with a focus on sexual harassment and discrimination.
3. Proven leadership and management ability.
4. Demonstrated high level time management, organisational and administrative skills.
5. Demonstrated high level written and verbal communication skills.
6. Demonstrated understanding of, and sensitivity to, vulnerable women.
7. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
8. Demonstrated computer literacy and experience in undertaking administrative duties.

Desirable Selection Criteria

9. Community language or experience working with people from CALD backgrounds.
10. Experience working in the community sector.