



Community
driven justice.



POSITION DESCRIPTION: Legal Director, Q+Law

Classification	Level 8 of the Social, Community, Home Care and Disability Services (SCHADS) Industry Award.
Hours of work	Full-time (38 hours per week) FLS aims to be a flexible employer and as such hours of work are negotiable.
Duration	Fixed term until 31 October 2026
Location	This position is based at our Victorian Pride Centre (St Kilda) and Fitzroy offices. The role may involve travel to other offices and offsite as required. Some work from home flexibility is also available.
Reports to	CEO
Direct Report/s	<p>Direct reports may change from time to time. Currently they include:</p> <ul style="list-style-type: none">• Senior Lawyer• Administration and Client Services Officer• Community Engagement and Legal Education Officer <p>Indirect reports:</p> <ul style="list-style-type: none">• Community Lawyer <p>The team will include a further resource to complement the skills, experience and interest of the successful candidate, such as a further lawyer, or advocacy lead.</p>
About us	<p>Fitzroy Legal Service (FLS) is dedicated to assisting the most marginalised members of the community with legal information, education and advice and representation, as well as championing law reform and conducting public interest litigation.</p> <p>Fitzroy Legal Service provides legal services for communities who are disproportionately impacted by law and policy, and those who face systemic barriers to accessing justice. We provide various multidisciplinary outreach programs reaching communities of colour, people at risk of or experiencing homelessness, LGBTIQ+SB communities, victim-survivors or family violence and people who use drugs.</p> <p>Our vision: A fairer Victorian community, where the legal and social systems support equality and justice for all.</p>

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of FLS.

Our Values: Integrity | Courage & Passion | Empowerment & Advocacy | Connected to Community

Q+Law is a community-led, state-wide legal service for LGBTIQ+SB Victorians, established in 2023 by Fitzroy Legal Service in partnership with Queerspace.

Q+Law conducts casework on specialist LGBTIQ+SB legal issues and provides a safe and inclusive entry point to the legal assistance sector for LGBTIQ+SB community members.

Q+Law also provides advocacy, law reform, community education and legal assistance sector capacity-building to empower and advance the rights of LGBTIQ+SB communities.

Position Objective The objectives of this position are to:

- ☐ Provide strategic leadership for Q+Law, ensuring its strategy, policy, and service delivery respond effectively to the needs of LGBTIQ+SB communities, and fostering an inclusive and respectful team culture
- ☐ Ensure high-quality, safe, inclusive and client-centred legal services through effective management, supervision, and support of Q+Law staff
- ☐ Strengthen Q+Law's impact through the development and maintenance of strategic partnerships and the delivery of targeted advocacy that advances systemic change
- ☐ Contribute to the leadership and strategic direction of FLS as a member of FLS's Senior Leadership Team, supporting whole-of-organisational initiatives and the implementation of FLS's Strategic Plan

KEY DUTIES AND RESPONSIBILITIES

Service Leadership and Governance	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and support community governance structures that ensure Q+Law is community-led <input type="checkbox"/> Ensure Q+Law is a safe and inclusive service for all LGBTIQ+SB community members, including in particular trans, gender diverse, intersex, bisexual, deaf and disabled, HIV-positive and culturally and racially marginalised community members <input type="checkbox"/> In collaboration with the CEO, Board, and Q+Law community governance group, and in consultation with the Q+Law team, set the strategic direction, objectives and outcome measures for Q+Law <input type="checkbox"/> Develop, foster and contribute to a Q+Law culture that is inclusive (including trans-inclusive), anti-racist, culturally safe, respectful and collaborative <input type="checkbox"/> Build a positive public profile for Q+Law as a trusted and leading voice on LGBTIQ+SB legal issues and safe and inclusive legal service delivery for LGBTIQ+SB people <input type="checkbox"/> Develop and maintain strategic relationships and partnerships with relevant stakeholders and represent Q+Law in strategic activities <input type="checkbox"/> Identify and pursue opportunities for financial sustainability and growth and develop and support grant and tender applications <input type="checkbox"/> In collaboration with the CEO, develop budgets and monitor expenditure for Q+Law <input type="checkbox"/> Monitor, evaluate and review performance of Q+Law to ensure alignment with strategic direction, achievement of objectives and compliance with funding and other obligations <input type="checkbox"/> Ensure successful completion of reporting and acquittals for funding bodies relating to Q+Law <input type="checkbox"/> Ensure accurate collection of client and service delivery data to support reporting and evaluation activities
Team and Staff Management	<ul style="list-style-type: none"> <input type="checkbox"/> Manage the Q+Law team, including by undertaking team planning and facilitating regular team and other meetings <input type="checkbox"/> Manage, supervise and support direct reports, including through regular supervision meetings and management of workloads <input type="checkbox"/> Ensure the safety and wellbeing of Q+Law staff, including by establishing and implementing frameworks for supervision, debriefing and vicarious trauma relief that are responsive to the particular needs of staff working in identified roles <input type="checkbox"/> Support development of direct reports, including by facilitating achievement of their performance and development goals <input type="checkbox"/> Undertake recruitment and performance management of direct reports as required <input type="checkbox"/> Facilitate cross-team connections and collaboration between staff in Q+Law and other teams across FLS
Legal Practice Oversight	<ul style="list-style-type: none"> <input type="checkbox"/> Fulfil the role and responsibilities of Principal Lawyer and Responsible Person for Q+Law <input type="checkbox"/> Oversee all aspects of Q+Law legal service delivery, including intake and provision of information, referrals, advice, casework and strategic

	<p>litigation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure Q+Law legal services are high-quality, culturally safe, trauma-informed and client-centred, and are delivered in accordance with FLS policies and comply with all applicable legal, ethical, and risk management requirements <input type="checkbox"/> Develop and implement Q+Law-specific systems, policies and procedures to ensure Q+ services respond to the specific needs of LGBTIQ+SB community members, including that they are safe and inclusive for all LGBTIQ+SB community members, including those who continue to experience particular oppression, such as the trans and gender diverse, bisexual, intersex and HIV-positive community members <input type="checkbox"/> Develop and implement service and eligibility guidelines to ensure Q+Law services are aligned with strategic direction and responsive to community need <input type="checkbox"/> Ensure advocacy, law reform and community legal education materials are checked for legal accuracy and risk prior to distribution or publication
Advocacy and Law Reform	<ul style="list-style-type: none"> <input type="checkbox"/> Oversee or deliver (depending on expertise and interest) Q+Law's systemic advocacy and law reform activities, including by identifying systemic issues affecting LGBTIQ+SB communities and planning and executing advocacy campaigns and responding to policy and legislative reform processes.
Community Engagement and Legal Education	<ul style="list-style-type: none"> <input type="checkbox"/> Oversee Q+Law's community and professional legal education activities to enhance community understanding of LGBTIQ+SB rights, and safe and inclusive service delivery by the community legal sector. <input type="checkbox"/> Oversee Q+Law's community engagement activities, including by supporting Q+Law's community engagement officer to develop and implement strategies for community engagement, develop relationships of trust with community groups, foster stakeholder and supporter engagement, through digital and other engagement and facilitate events.
Stakeholder Engagement and Partnership Development	<ul style="list-style-type: none"> <input type="checkbox"/> Identify, establish and enhance partnerships with aligned service providers and stakeholders in the legal and/or LGBTIQ+SB sectors, including building pro bono support from private legal firms <input type="checkbox"/> Engage with the community legal sector to strengthen referral pathways for LGBTIQ+SB community members <input type="checkbox"/> Support the CEO to engage with government partners, including the Attorney-General, the Department of Justice & Community Safety, the Minister for Equality and the Commissioner for LGBTIQ+SB Victorians
Organisational Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> As a member of FLS's Senior Leadership Team, provide leadership to the organisation, including by contributing to setting FLS's strategic direction and ensuring successful implementation of the Strategic Plan <input type="checkbox"/> As a member of FLS's Management Team, contribute to the smooth effective and consistent management of the organisation, including by ensuring appropriate information sharing to and from other FLS teams <input type="checkbox"/> Support a whole of organisation focus on LGBTIQ+SB rights and LGBTIQ+SB-safe and inclusive service delivery

	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and contribute to a positive organisational culture that promotes safety, wellbeing, diversity, inclusion, anti-racism, respect, collaboration and a team approach <input type="checkbox"/> Support reporting obligations to the FLS Board, through the CEO <input type="checkbox"/> Deputise for, and act in the role of, CEO, as required
General Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Support the achievement of FLS's vision, purpose and strategy, adhering to organisational policies, procedures and expected behaviours; <input type="checkbox"/> Attend staff and planning meetings, and engage in supervision and performance review processes; <input type="checkbox"/> Assist in the induction, training and supervision of volunteers if applicable; <input type="checkbox"/> Participate in professional development as applicable; <input type="checkbox"/> Participate in fundraising and other events as required; and <input type="checkbox"/> Perform other duties as directed and necessary to the proper performance of the role.

SELECTION CRITERIA

Qualifications and experience	<ul style="list-style-type: none"> <input type="checkbox"/> LGBTIQ+SB community member <input type="checkbox"/> Australian Legal Practitioner eligible to hold a Principal Practising Certificate <input type="checkbox"/> At least five years' PAE in one or more of the following areas of law: <ul style="list-style-type: none"> ○ Public and administrative law ○ Discrimination/human rights law ○ Family law ○ Civil community law
Essential knowledge, skills and attributes	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrated commitment to LGBTIQ+SB liberation, anti-racism, social justice and the vision, purpose and values of FLS <input type="checkbox"/> Demonstrated commitment to advancing the rights of all LGBTIQ+SB community members, including those who continue to experience particular disadvantage and oppression, such as trans, gender diverse, bisexual, intersex, disabled, HIV-positive and culturally and racially marginalised community members <input type="checkbox"/> Demonstrated understanding of gender, sexuality and intersectionality, and an awareness of the legal and social issues commonly experienced by LGBTIQ+SB community members <input type="checkbox"/> Demonstrated ability to effectively manage a legal practice and ensure compliance with legal professional obligations, risk management processes and other obligations <input type="checkbox"/> Demonstrated ability to lead and manage a team, including the ability to set direction, develop and foster an inclusive and respectful team culture, supervise staff, manage workloads, support staff wellbeing and facilitate professional development <input type="checkbox"/> High-level stakeholder engagement and partnership development skills, including the ability to build trusted relationships with community members, government representatives, legal and LGBTIQ+SB sector allies <input type="checkbox"/> High-level communications skills, including the ability to advocate publicly, contribute to thought leadership, and enhance the public profile of a service or organisation <input type="checkbox"/> Strong organisational, financial and operational management skills, including the ability to develop and manage budgets, oversee grant/tender applications, and ensure compliance funding requirements <input type="checkbox"/> High-level emotional intelligence and interpersonal and relationship-building skills, including the ability to communicate sensitively, influence outcomes, build mutually beneficial relationships and work through conflict

	<input type="checkbox"/> A proactive and adaptable working style with a demonstrated ability to compromise and work flexibly and collaboratively as a team player at all levels of an organisation
Desirable knowledge, skills and attributes	<input type="checkbox"/> Experience in law reform, advocacy and systemic change initiatives, including identifying issues, developing campaigns or submissions, and representing community interests in the media and/or legislative and policy forums <input type="checkbox"/> Experience working in the legal assistance and/or community legal sector <input type="checkbox"/> Previous experience as a Principal Solicitor