|  |
| --- |
| **POSITION DESCRIPTION: Managing Lawyer – Civil and Public Law** |
| **Classification** | Level 7 of the Social, Community, Home Care and Disability Services (SCHADS) Industry Award |
| **Hours of work** | Full time (38 hours per week)7.6 hours per day, 5 days per week (Monday – Friday)FLS is a flexible employer and hours of work are negotiable. |
| **Duration** | Ongoing |
| **Location** | This position is based at our Fitzroy and Reservoir offices, with some work from home flexibility. This role may involve travel to other offices and offsite as required. |
| **Reports to** | Director – Legal Practice |
| **Direct Report/s** | Direct reports will change from time to time. Currently they include: * Senior Community Lawyer (St Vincent’s Health Justice Partnership)
* Senior Migration Lawyer
* Senior Generalist Lawyer
* Community Lawyer – Darebin Outreach
* Supervising Lawyers – Night Service
 |

|  |  |
| --- | --- |
| **About us** | Fitzroy Legal Service (FLS) is dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation.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, LGBTIQA+SB communities, victim-survivors of family violence and people who use drugs.Our vision: A fairer Victorian community, where the legal and social systems support equality and justice for all.Our values: Integrity | Courage & Passion | Empowerment & Advocacy | Connected to Community |
| **Position Objective** | The Managing Lawyer – Civil and Public Law leads and manages the Civil and Public Law team. The Civil and Public law team provides assistance with migration law, prison law, housing justice, victims’ compensation and fines. It provides assistance via health justice partnerships, co-locations and outreaches, including at hospitals, neighbourhood houses, community organisations and courts. Its services include our St Vincent’s Health Justice Partnership, Migration Law Program and Darebin Community Outreach.The Managing Lawyer – Civil and Public Law also holds responsibility for Fitzroy Legal Service’s iconic Night Service, which has been providing access to justice to disadvantaged Victorians who would otherwise go without for over fifty years.The Managing Lawyer – Civil and Public Law also contributes to leadership and management of the whole organisation as a member of the Legal Practice Leadership Team and the Management Team. |

# KEY DUTIES AND RESPONSIBILITIES

|  |  |
| --- | --- |
| **Leadership and Management** | * Lead delivery of Fitzroy Legal Service’s Civil and Public Law services and the Night Service
* Oversee services in area of responsibility and ensure they are high-quality, client-centred, trauma-informed and culturally safe
* Manage programs and projects in area of responsibility including by establishing eligibility criteria and other policies, ensuring compliance with funding requirements and completing funding acquittals and reports
* Lead and manage the Civil and Public Law team, including through team building, fostering positive team culture, team planning, allocating and coordinating work, and attracting and retaining staff
* Manage, supervise and support direct reports including by supporting wellbeing, monitoring workload, providing legal supervision, managing performance and facilitating learning and development.
* Contribute to the Legal Practice directorate and organisation as a whole by contributing to Legal Practice Leadership Team and Management Team meetings and workstreams.
* Monitor and evaluate services in area of responsibility and identify and pursue service improvements
* Design and establish new services in area of responsibility that are innovative, holistic and responsive to community need
 |
| **Advocacy and Community Engagement** | * In collaboration with the Policy, Advocacy and Community Engagement team, identify law reform, advocacy and community legal education priorities relating to civil and public law and assist to deliver these.
 |
| **Stakeholder engagement** | * Establish and foster collaborative stakeholder relationships with funders and sector, service and community partners.
 |
| **General** | * Support the achievement of FLS’s vision, purpose and strategy, and adhere to FLS values and behaviours and all organisational policies and procedures.
* Participate in internal meetings, supervision, and performance reviews.
* Participate in fundraising efforts and other organisational events, as required.
* Undertake other duties as directed, in line with the role’s purpose and scope.
 |

SELECTION CRITERIA

|  |  |
| --- | --- |
| **Qualifications and experience - essential** | * Admitted to practice and eligible to obtain an unrestricted practising certificate
* At least five years’ PAE in one or more of the following areas: tenancy, victims of crime compensation, fines, migration law, prison law or other community civil law, public or administrative law
 |
| **Knowledge, skills and attributes - essential**  | * Demonstrated commitment to social justice, decolonisation, decarceration, anti-racism, and the vision and values of FLS
* Demonstrated ability to manage a legal practice, including ensuing best practice, managing risk, and monitoring and evaluating services and implementing improvements
* Demonstrated ability to lead a team and manage, support and supervise staff, including setting direction, managing workloads, supporting wellbeing and facilitating professional development
* Innovative, with strong systems-thinking skills and the ability to design, implement and continuously improve systems and processes
* High-level emotional intelligence and interpersonal skills, including the ability to build strong relationships, communicate sensitively, navigate conflict, and work flexibly and collaboratively as a team player
* Demonstrated ability to manage multiple priorities and manage stress in a professional context.
 |
| **Knowledge, skills and attributes - desirable** | * Experience working with marginalized communities, including First Nations peoples, communities of colour, migrants, people at risk of or experiencing homelessness, LGBTIQA+ communities, and incarcerated people.
* Experience working in the legal assistance sector.
 |
| **Other** | * To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident, or hold a valid work permit or visa
 |