

POSITION DESCRIPTION

Managing Lawyer

Family Law and Family Violence

Allied Justice is a for-purpose organisation providing free legal assistance, integrated services and community legal education.

When people experience deep and persistent disadvantages, they often feel trapped in dysfunctional relationships, lost in complex inefficient legal systems, unnecessary processes, and often suffering in silence. We are at the front line of these issues.

We have invested significantly in the development of our new Strategy 2025-2027 to ensure our organisation is providing contemporary integrated services to respond the shared and unique needs of the people we support across 11 local government areas in Western Victoria.

Our commitment is to change life stories through better access to justice, and we achieve this by applying our values – respect, courage, empowerment & kindness – to the people of the communities we serve, our stakeholders and our colleagues.

By providing legal services, community legal education, law reform and integrated services through client centered, trauma informed and culturally safe practice, we will improve the safety and wellbeing of families and individuals.

Position Title:	Managing Lawyer Family Law & Family Violence
Accountable to:	CEO
Reports to:	Director of Legal
Direct Reports:	Senior Lawyers
Supervises:	Senior Lawyers & Lawyers
Location:	This position is located in Ballarat
Travel:	This position requires regular travel in the region and to Melbourne
Level:	7
Conditions:	All conditions are in accordance with Victorian Community Legal Centres Multi Enterprise Agreement.
Salary Packaging:	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to Allied Justice's ongoing Fringe Benefits Tax exempt status.

POSITION SUMMARY

The Managing Lawyer Family Law & Family Violence assumes principal lawyer responsibilities for family law and family violence as well as supporting the Director of Legal in the management of the legal practice including leading and supporting members of the legal team, service delivery design that meets our funding obligations and operating within the guidelines of the CLC Risk Management Guide.

The Managing Lawyer Family Law & Family Violence is integral to the development and implementation of a service delivery model that aligns with the strategic direction of the organisation and maximises available resources for community benefit. With a client-centric mindset, the Managing Lawyer Family Law & Family Violence will support the Director of Legal in ensuring our legal services and referral processes are meeting community need and can be responsive to the unique elements of the many communities we serve in our region.

The Managing Lawyer Family Law & Family Violence will be passionate about community legal education and law reform, providing expertise and guidance through a social justice lens which is meaningful and relevant to the communities in our region.

DUTIES & RESPONSIBILITIES

Leadership

- Work closely with the Director of Legal to ensure a consistent and collaborative management approach is applied across the legal team.
- Collaborate with the Operations Group in the planning and development of the Service's programs, projects and partnerships.
- Identify and support the implementation of legal practice improvements.
- Identify emerging law reform issues.
- Identify learning and development opportunities for members of the legal team.

Management

- Provide supervision, support and mentoring of Senior Lawyers in the management of their teams.
- In consultation with the Director of Legal, implement systems, processes and training to ensure legal services operate within internal guidelines, funding guidelines and in accordance with professional legal standards, uniform rules and regulations for Lawyers, government and professional indemnity insurance requirements as well as the mandatory Risk Management Standards for Community Legal Centres.
- Evaluate legal procedures and file management systems, implementing improvements as required.
- Monitor the required caseload of each lawyer set in accordance with funding targets and capacity frameworks.
- Complete annual performance appraisals of the family law team.
- Review the quality of service delivery and outcomes using quantitative and qualitative measurement tools.

Legal Service Delivery

- Provide legal information, advice, representation and casework services to clients in accordance with Allied Justice Casework Guidelines and the National Access to Justice Program 2025-2030 (NAJP) if required.
- Refer clients to other relevant services and community resources, based on a sound knowledge of and relationships with other service providers and government departments.
- Maintain an appropriate file management system including participating in case management meetings, up to date file notes and regular file reviews.
- Ensure that all work is conducted within the requirements of the Legal Profession Act 2004 and Rules, the Allied Justice Professional Indemnity Insurance and policies and procedures.

Community Development

- Proactively promote and raise the profile of Allied Justice by identifying opportunities and building and maintaining positive relationships with key stakeholders including, but not limited to, Courts, legal firms, Victoria Legal Aid and social support agencies.
- Assist with Community Legal Education activities in consultation with our Stakeholder Engagement Manager.
- Identify trends and issues arising from legal advice and casework practice.
- Engage in relevant law reform activities such as submissions and campaigns.
- Provide updates on legislation and assist the Director of Legal with sign off on legal content for presentations and publications.
- Provide legal information to community sector professionals who seek assistance.
- Support and provide appropriate supervision for student placements in accordance with agreements in place with tertiary institutions.

Service Development & Reporting

- Support the Director of Legal with casework meetings as required.
- Participate in organisational development activities and strategies.

Monitoring & Evaluation

- Contribute to monitoring and evaluation as required.

Professional Development

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and comply with CPD requirements

EXPECTATIONS OF ALL EMPLOYEES

Health and Safety

- Create, maintain, and foster a safe workplace.
- Identify, report & correct any unsafe acts, conditions, or behaviours according to Allied Justice Policies and Procedures and OH&S requirements.

Risk Management

- Ensure compliance with all requirements of the Risk Management Guide for Community Legal Services.
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and legislative requirements.

EEO and legislative requirements

- Contribute to zero tolerance of sexual harassment, discrimination, racism, homophobia, and transphobia in the workplace.
- Require all staff to be sensitive and inclusive of individual needs including but not limited to disability, culture, race or religion, as well as parental and caring responsibilities.
- Encourage applicants for all Allied Justice roles from diverse backgrounds.

Culture and Compliance

- Actively support Allied Justice's purpose, values and Strategy.
- Ensure compliance with Allied Justice Code of Conduct.
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and legislative requirements.
- Allied Justice encourages applicants from diverse backgrounds.
- Supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation

KEY SELECTION CRITERIA

Essential

1. Holds or is eligible to hold a current Victorian Lawyers Principal Solicitor Practising Certificate and is admitted to practice in Victorian and Federal Jurisdiction.
2. Minimum 7 years post-qualification experience as a lawyer with demonstrated experience managing, supervising and mentoring other lawyers.
3. Critical interpersonal communication skills, including communicating with clients with empathy.
4. Demonstrate high level written and verbal communication and leadership skills, including creativity in problem solving, conflict resolution and the ability to work well within a small team environment.
5. Extensive legal practice experience in family law and family violence matters.
6. Experience in representing clients in the Magistrates Court & Family Court.
7. Demonstrated ability to meet legal needs of disadvantaged groups.
8. Sound organisational skills and ability to manage workload and competing demands, keep accurate files and records, meet deadlines and work effectively as part of a team.
9. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people.

Desirable

1. Experience as a Principal Lawyer or Managing Lawyer in the community sector and a commitment to the philosophy and principles of Community Legal Centres.
2. Experience in leading law reform and systemic advocacy projects in partnership with a range of agencies and organisations.
3. Experience designing and delivering community legal education and information.
4. Litigation experience including representing clients in the Magistrates Court.