

Position Description

Job title:	Director of Legal Practice
Classification level:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) – Level 8
Reports to:	Chief Executive Officer
Direct reports:	Managing Lawyers and Legal Practice Coordinator
Employment status:	Ongoing, full-time 1.0 FTE
Remuneration:	Salary range between \$133,082 to \$138,324 (pro rata) per annum based on qualifications, skills, and experience plus employer funded superannuation, relevant allowances and the benefits of tax-effective salary packaging available up to \$16,000 per annum.
Employment conditions:	In accordance with the SCHADS Award, Victorian Community Legal Centres Multi-Enterprise Agreement 2025-2028 ('MEA'), internal policies and applicable legislation.
Location:	North Melbourne and Kensington, with work from home flexibility

Our organisation

Inner Melbourne Community Legal ('IMCL') is an impactful, values-driven not-for-profit community organisation that provides free legal assistance to low-income people in the inner Melbourne area. Our mission is to create a fairer, more equal community through advocacy and law reform, education, legal casework and strategic litigation.

We provide access to justice to the most marginalised members of our community including individuals experiencing homelessness, family violence, mental illness, disability, racialised and/or over-policing, substance dependency and people from culturally and linguistically diverse backgrounds.

We operate across two offices in North Melbourne and Kensington and deliver multiple integrated outreach services in partnership with other health, education and community organisations in the local area such as the Royal Women's Hospital, Ozanam House and the Hester Hornbrook Academy.

Some of IMCL's signature programs include the Social Housing Legal Program, Health Justice Partnerships, the [Police Accountability Project](#) and School Lawyer Program.

IMCL is also a Victorian Legal Aid Panel Firm and is on the family law, summary crime, indictable crime, family violence, civil and youth justice panels.

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Working at IMCL

IMCL is committed to promoting a diverse, inclusive workplace. We offer flexible working arrangements and generous salary packaging provisions.

IMCL is party to a new sector-leading Multi-Enterprise Agreement and pays 3% above the SCHADS Award. IMCL employees will also have access to generous salary packaging benefits.

We encourage people from diverse backgrounds and experience to apply, including people with lived experience in the areas we practice in. We strongly encourage Aboriginal and Torres Strait Islander people, LGBTIQ+ people, people from culturally and linguistically diverse and refugee backgrounds, women, and people with a disability to apply.

Role purpose

The Director Legal Practice is an executive role within the IMCL Leadership Team, providing leadership to the organisation in implementing IMCL's strategic objectives, mission and values as set out in [IMCL Strategic Plan 2025 - 2028](#).

The Director Legal Practice collaborates closely with the other members of the Leadership Team (the CEO, Director Engagement & Projects, and Director Policy & Advocacy) and is responsible for leading the legal practice in the delivery of high quality, safe, and culturally appropriate legal services.

The Director of Legal Practice is a Responsible Person under the CLCA Risk Management Guide and has the ultimate responsibility for compliance with the Guide. Further detail on the role's decision-making authority is detailed below.

The role comprises the following key elements:

- Lead the legal practice to provide for a highly motivated, skilled, diverse and sustainable legal team to achieve IMCL's positive vision for the future.
- Deliver on IMCL's Strategic Plan and Workplan insofar as it relates to the provision of legal services.
- Supervise and support the Managing Lawyers in their supervision of their practice teams and provision of direct legal services.
- Supervise and support the Legal Practice Coordinator to ensure the smooth operation of the legal practice, including take processes and service guideline development.
- Promote IMCL's legal services externally, actively cultivating networks of influence, particularly with courts and other legal and non-legal services.
- Mentor and guide Managing Lawyers and the Legal Practice Coordinator in the continued development of a culture of excellence in legal service delivery, collaboration internally and externally, and sustainable and healthy work practices.
- Approve the legal accuracy of all external law reform and advocacy activity.

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- Ensure compliance with legal, ethical, insurance and risk management requirements, including adherence to the CLC Risk Management Guide and National Accreditation Standards.

Decision Making Authority

The Director Legal Practice has ultimate responsibility for compliance with the Risk Management Guide, with authority to:

- Determine the legal accuracy of all advice, make and approve tactical decisions for casework across all areas of IMCL's work.
- Approve the legal accuracy of the content of all external publications, including CLE materials, law reform and advocacy submissions and communications.
- Approve breaches of privacy and confidentiality where permitted by the Australian Solicitor Conduct Rules and necessary to preserve health and safety.
- Approve the disclosure of confidential information, and application of any legal practice policies to manage the legal and ethical obligations of the legal practice as a whole and any individual lawyers.
- Respond to complaints made in relation to the legal practice.
- Delegate any responsibilities and/ or authority under the Guide as required to ensure that the legal team has sufficient supervision and support.

Works With

IMCL leadership team, Managing Lawyers, lawyers, non-legal staff, volunteers, and partner organisations.

Position key responsibilities

1. Legal practice management

- Ensure compliance with applicable legal, ethical, insurance and risk management requirements, including the Legal Profession Uniform Law, and the CLC Risk Management Guide.
- Maintain internal practice management policies and procedures for the implementation of legal professional responsibilities and supervise to ensure their implementation.
- Be a Responsible Person under the CLC Risk Management Guide, manage any breaches of IMCL's PII responsibilities and lead IMCL's compliance with the National Accreditation Scheme.
- In conjunction with Managing Lawyers and other senior staff, proactively identify and manage challenging situations involving clients at risk to themselves or others (or other challenging behaviours), and/or assist other staff dealing with challenging situations as primary support.

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- Oversee management of service complaints and ensure that responses are documented appropriately.
- Ensure that incident reports are prepared when required, take primary responsibility for notifying insurers when appropriate.
- Recommend legal disbursements and other staff expenditure to the CEO.

2. Legal supervision

- Supervise and monitor the provision of high-quality advice and casework to clients through direct line management of Managing Lawyers, and by ensuring that other lawyers and relevant non-legal staff receive appropriate and timely supervision from their line managers.
- Ensure lawyers are appropriately trained, supported and equipped to provide high quality, trauma-informed legal services.
- Oversee the development of a roster of all clinics, outreach and project services to ensure service are delivered in accordance with annual work plans and the IMCL Strategic Plan.
- In conjunction with the Legal Practice Coordinator, manage and supervise a roster that provides sufficient support and advice for intake paralegals.

3. Human resources

- Work collaboratively with the leadership team to develop resourcing and service delivery structures to meet funded deliverables, provide employment progression pathways and meet professional development objectives of internal staff members.
- Provide human resources management for all direct reports and ensure that they are providing adequate human resources management of their direct reports. This includes:
 - Support with onboarding, induction, training and development to fulfil their role
 - Development and monitoring of Work and Development Plans
 - Meeting funding deliverables and strategic outcomes
 - Ensuring direct reports have manageable and sustainable case loads
 - Monitor timesheets, ensuring sustainable workloads and that direct reports take appropriate leave, and are ensuring their direct reports take appropriate leave
- Provide input to the CEO on program budgets and staff allocations.

4. Projects, partnerships and stakeholder engagement

- Represent IMCL in key networks and forums, with a particular focus on court networks

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and Federation of CLCs working groups.

- Together with the CEO and other senior leaders, take a lead role in cultivating and maintaining partnerships with pro bono law firms.
- Assist with data analysis and commentary to inform provision of acquittal and other reports to funders.
- Ensure lawyers undertaking project specific roles are provided with adequate technical legal support, and that workloads are manageable when balancing advice, casework and other project deliverables.
- Provide internal technical and strategic advice on law reform projects and advocacy and contribute to submission writing.
- Support the development of community legal education content and approve its legal accuracy.

5. Professional development

- Undertake professional development relevant to areas of practice, executive leadership and practice management.
- Prepare and deliver professional development sessions for lawyers and volunteers related to their areas of work.

Key Selection Criteria

Mandatory qualifications and skills

1. Hold or be eligible to hold a Principal Practising Certificate in Victoria.
2. At least 8 years of post-admission experience in areas of law relevant to IMCL's practice.

Essential knowledge and skills

3. Highly motivated with demonstrated capacity for leadership, excellence, innovation and responsiveness in legal service provision and client-focused service delivery.
4. Demonstrated experience in designing and implementing legal service delivery models and leading delivery to ensure they meet community, stakeholder or organisational need.
5. Experience in providing legal practice supervision in line with ethical and professional standards and managing risk within a legal context.
6. Demonstrated excellence in leadership, development and supervision of staff, including experience in managing senior staff across multiple projects.
7. Ability to effectively collaborate and foster cooperation with other staff, stakeholders,

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and the IMCL leadership team.

8. Excellent written, verbal and interpersonal communication and demonstrated ability to communicate effectively with different stakeholders (clients, other organisations, funders and colleagues).
9. Demonstrated ability to successfully manage stakeholder relationships, partnership and programs and/or working in multi-disciplinary setting.
10. Excellent organisational skills and ability to work well under pressure, operate independently, and coordinate with others.

Personal attributes

11. Demonstrated commitment to the values and objectives of IMCL.

Desirable knowledge and skills

12. Hold or be eligible to hold a Victoria Legal Aid Panel Individual Certification on the Summary Crime, Indictable Crime, Youth Justice or Family Law Panels pursuant to s29A of the *Legal Aid Act 1978*.
13. Experience in policy, law reform and community legal education.
14. Understanding of the guidelines applicable to the community legal sector.
15. Experience working with clients who are marginalised because they are experiencing homelessness, family violence, mental illness, acquired brain injury, substance abuse, financial disadvantage, or are from culturally and linguistically diverse backgrounds.

How to apply

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.

Applications should be made via the Job Advertisement Platform. All applications should include the following documents:

1. A covering letter outlining your interest in applying for the role and the addressing the key selection criteria (no more than 3 pages); and
2. A resume.

For further information, you are welcome to contact Indya McMahon-Krizanic on indya.mcmahon@imcl.org.au.