



Community
driven justice.

POSITION DESCRIPTION: DEPUTY MANAGING LAWYER - WILO

Classification	Level 6 of the Social, Community, Home Care and Disability Services (SCHADS) 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	Fixed term until 30 September 2027
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	Managing Lawyer – Criminal Law and Drug Outreach
Direct Report/s	Direct reports will change from time to time. Currently they include: <ul style="list-style-type: none">• Senior Lawyer - WILO• Senior Social Worker – WILO

This is an identified role and only women, trans and gender diverse people are eligible to apply, in line with the special measures provision in the Equal Opportunity Act 2010

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, LGBTIQ+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 Lead FLS's work in gender-responsive and feminist criminal lawyering and the development of practice-based expertise on the gendered impact of criminalisation on women, trans and non-binary people and the intersection between gender, women's criminalisation and harm reduction.

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.

Position Context The Women's Integrated Legal Outreach (WILO) program provides gender-informed, integrated legal and social work support to criminalised women and trans and gender diverse people who have significant and multiple complex needs. Staffed by two social workers and one senior criminal lawyer, the program provides assertive outreach, legal representation, cross-referral pathways and holistic support with the aim of breaking cycles of incarceration, improving wellbeing, and addressing factors that contribute to gendered experiences of criminalisation.

The WILO program sits within the Criminal Law and Drug Outreach team, which also includes our Neighbourhood Justice Centre service, our Drug Outreach Lawyer program and our Criminal Law Private Practice.

KEY DUTIES AND RESPONSIBILITIES

Leadership and Management	<ul style="list-style-type: none"> • Lead and manage the WILO program (area of responsibility), including through program planning, establishing eligibility criteria and other policies, allocating and coordinating work, attracting and retaining staff, ensuring compliance with funding requirements and completing funding acquittals and reports • Oversee services in area of responsibility and ensure they are high-quality, client-centred, trauma-informed and culturally safe • Manage, supervise and support direct reports including by supporting wellbeing, monitoring workload, providing legal supervision, and facilitating learning and development • Monitor and evaluate services in area of responsibility and identify and pursue service improvements • Support the Managing Lawyer – Criminal Law and Drug outreach with the management of the CLDO team, including through team building and fostering a positive team culture.
Legal Service Delivery	<ul style="list-style-type: none"> • Provide legal advice, casework, and representation services to women and trans and gender diverse clients facing criminal charges, and as needed, in a range of legal areas associated with their experience of systemic disadvantage, including, infringements, family violence, victims' compensation and tenancy. • Work collaboratively within a holistic, therapeutic setting with professionals across different disciplines both internally and externally.
Advocacy and Community Engagement	<ul style="list-style-type: none"> • In collaboration with the Policy, Advocacy and Community Engagement team, identify law reform, advocacy and community legal education priorities relating to the WILO program, and as appropriate, assist to deliver these.
Stakeholder Engagement	<ul style="list-style-type: none"> • Establish and foster collaborative stakeholder relationships with funders and sector, service and community partners.
General	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Australian Legal Practitioner holding (or eligible to hold) an unrestricted practising certificate. • At least four years' post qualification experience in providing legal advice and representation, including court advocacy, to clients experiencing multiple forms of systemic disadvantage within the criminal legal system.
Knowledge, skills and attributes - essential	<ul style="list-style-type: none"> • Demonstrated understanding of the drivers of women's and trans and gender diverse peoples' criminalisation and incarceration and the legal and social issues that relate to women and trans and gender diverse people from diverse backgrounds with multiple and complex needs. • Demonstrated commitment to social justice, decolonisation, decarceration, anti-racism, intersectional feminism and the purpose, vision and values of FLS. • Ability to manage a client-centered, multi-disciplinary or inter-disciplinary team, including strong understanding of professional and ethical obligations and risk management. • Demonstrated ability to lead a team and manage, support and supervise staff, including setting direction, managing workloads, supporting wellbeing and facilitating professional development • 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. • Demonstrated ability to engage successfully with a diverse range of stakeholders in the community, legal and government sectors.
Knowledge, skills and attributes - desirable	<ul style="list-style-type: none"> • Experience working with marginalized communities, including First Nations peoples, communities of colour, people at risk of or experiencing homelessness, LGBTIQ+ communities, and people who use drugs. • Significant experience working with criminalised women and trans and gender diverse people. • Experience working in the legal assistance sector.
Other	<ul style="list-style-type: none"> • 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 • This is an identified role and only women, trans and gender diverse people are eligible to apply, in line with the special measures provision in the Equal Opportunity Act 2010.