

| | |
|-----------------------|---|
| Position Title | Climate Justice Officer |
| Directorate, Team | Partnerships and Community Engagement Climate Justice Team |
| Location | Box Hill, Boronia and outreach locations as required |
| Position reports to | Senior Lead - Climate Justice |
| Direct reports | Nil |
| Classification | 5 |
| Enterprise Agreement | Eastern Community Legal Centre Enterprise Agreement 2024- 2028 |
| Employment type | Fixed Term 12 Months, Part Time (0.4 FTE), 15 hours per week (potential for ongoing, subject to funding) |

About Eastern Community Legal Centre

Our Vision: Human Rights | Fairness | Justice

Who We Are: Human rights, fairness and justice sits at the heart of what we do. We believe that this will lead to improved wellbeing and resilience of the communities and community members who we work with.

At our core, we are a multi-disciplinary legal service that works across the prevention continuum (prevention, early intervention and response) to improve the wellbeing and resilience of the communities and community members who we work with.

Our Values: Our values represent who we are, what we stand for and how we work. Our values demonstrate how we approach our work and our relationships with the individuals, communities and the system that we serve, and with each other.

| | | | |
|---|--|--|--|
| <p>Heart</p> <p>We connect with empathy and compassion, listen to understand and lead with our hearts.</p> | <p>Justice</p> <p>We strive for equity, equality and access, and stand with those who are experiencing injustice.</p> | <p>Community</p> <p>We seek and nurture genuine connection with our community by prioritising accessibility, inclusion and diversity.</p> | <p>Courage</p> <p>We bravely push boundaries to drive change and create safe spaces to encourage new ideas and ways of doing.</p> |
|---|--|--|--|

Position Summary

ECLC's vision is Human Rights, Fairness and Justice. ECLC is a multidisciplinary legal service that works to prevent problems, progress fair outcomes, and support the wellbeing and resilience of communities and community members in Melbourne's East. ECLC is a generalist Community Legal Centre, with a large and diverse catchment. Taking in six local government areas, the Centre prioritises people living, working or studying within the Municipalities of Boroondara, Whitehorse, Manningham, Maroondah, Knox and the Yarra Ranges. The Centre is committed to working with, and supporting communities, utilising a variety of community engagement, community development and primary prevention strategies.

Reporting to the Senior Lead – Climate Justice, this is a new role in the recently established Climate Justice Team. This role is responsible primarily for the delivery of key activities in the Centre's newly funded, Climate and Disaster Legal Data Project (CDLDP). This role may also provide support to other relevant climate justice activities and initiatives.

The Climate and Disaster Legal Data Project is a newly funded project, aiming to better understand the extent of unmet legal and related need across climate and disaster impacted communities in Melbourne's east. In partnership with two other local organisations, the project will review data and client experiences from people impacted by climate-induced extreme weather events such as storms and bushfires. The insights from this project will inform the future design of effective integrated support. The position requires a strong emphasis on cultivating relationships with diverse stakeholders and maintaining effective partnerships. These partnerships will be crucial in informing project delivery and other initiatives designed to support local communities at increased risk of experiencing the impacts of climate change. This role will also work in some collaboration with cross-directorate team members, particularly those focused on data analysis and evaluation.

Key Accountabilities

Implementation of Climate and Disaster Legal Data Project (CDLDP)

1. In collaboration with the Senior Lead - Climate Justice, implement the key funded project.
2. Support delivery of the CDLDP and related climate work in accordance with requirements under the funding guidelines and project plan
3. Support the project deliverables including the establishment and ongoing management of a project steering group, capacity building activities for community leaders and support for community leaders to address structural racism
4. Provide research assistance to support CDLDP deliverables, and other relevant/intersecting work as required.
5. Proactively build and maintain strong relationships with key stakeholders, including project partners, community leaders and key staff at ECLC
6. In collaboration with the Senior Lead Climate Justice, maintain comprehensive project documentation to support the reporting and evaluation of climate related projects/programs
7. Support, guide and foster an environment of continuous improvement, best practice and innovation within the scope of the role
8. Ensure that projects deliver the required outcomes and are completed within agreed timeframes
9. Maintain appropriate accountability and communication structures, ensuring key external and internal stakeholders receive regular updates
10. In consultation with Senior Lead - Climate Justice and other managers, support and assist in the Centre's communications by preparing written and other material for the Climate Justice Project/programs.
11. Contribute to periodic updates and reports for funders, including the final report and evaluation at the conclusion of the project

Community Education, Community/Professional Legal Education, Community Engagement

12. Develop an understanding of local climate, legal and interrelated community need, and participate in the delivery of appropriate educational opportunities and resources to support the community
13. Work collaboratively to contribute to the development of ECLC's Education content and delivery, particularly with the Senior Lead - Climate Justice and the Primary Prevention and Education Team (PPE).
14. Provide support to volunteers to grow and strengthen the Centre's work (i.e. Eastern Communities Climate Resilience Advisory Group and other relevant community volunteers/representatives)
15. In consultation with Senior Lead – Climate Justice, represent ECLC at a variety of key stakeholder networks and meetings that support the Centre's strong partnership approach to its work

Governance and Accountability

16. Collate key data and information that contributes to the Centre's planning and evaluation processes
17. Identify gaps and recommend areas for improvement
18. Monitor and evaluate key areas of responsibility

Organisational Participation

19. Utilise ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation
20. Undertake professional development in consultation with manager/supervisor
21. Actively participate in meetings with manager/supervisor
22. At all times comply with ECLC policies and procedures, as varied from time to time
23. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
24. Understand and demonstrate ECLC values
25. Undertake other duties or responsibilities, as directed, within the scope of this role and consistent with skills, qualifications and experience as may be required from time to time

Decision Making

26. Decision-making authority over day-to-day workflow
27. Strategic or program decision making made in consultation with the Senior Lead – Climate Justice and Principal – Climate Justice

Key Capabilities

The Key Capabilities apply to all ECLC employees and describe the capabilities that are needed to meet our strategic goals.

| Capability | Description |
|----------------------------------|---|
| Communicating with Others | <ul style="list-style-type: none">▪ Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situations▪ Negotiates confidently from an informed and credible position▪ Actively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions |

| | |
|--|---|
| Working with Others | <ul style="list-style-type: none"> ▪ Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitably ▪ Shares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationships ▪ Recognises and reflects upon the impact of own actions/behaviours on others and uses a range of individual or organisational options to resolve interpersonal or behavioural issues ▪ Focusses on group results & celebrates teams' successes |
| Taking Action | <ul style="list-style-type: none"> ▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions ▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective ▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately ▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others ▪ Contributes to and participates in process improvement and new approaches/ideas |
| Coping with Pace, Challenges and Change | <ul style="list-style-type: none"> ▪ Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change ▪ Shows resilience and optimism, and remains calm despite barriers or difficult circumstances ▪ Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development ▪ Focuses on achieving objectives even under pressure and adopts appropriate strategies to balance work and life, maintain a reasonable workload and model this for others |
| Leadership | <ul style="list-style-type: none"> ▪ Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards ▪ Supports an organisational culture that reflects ECLC values and vision ▪ Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners ▪ Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness |

Key Relationships

| Contact / Organisation | Purpose of Relationship |
|--------------------------------|---|
| Internal | |
| Senior Lead – Climate Justices | Direct line supervisor Regular interaction in relation to the development and completion of key activities Regular feedback to support ongoing performance and development To ensure alignment with directorate with organisational strategic objectives |
| Principal – Climate Justice | Regular interaction in relation to the development and completion of key activities To ensure alignment with organisational strategic objectives |

| | |
|--|---|
| Community Engagement Leads/Officers | Regular interaction in relation to the development and completion of key activities Regular feedback to support ongoing performance and development To ensure alignment with directorate with organisational strategic objectives |
| Manager – Primary Prevention and Education | Interaction as required in relation to the development and completion of key activities To ensure alignment with organisational strategic objectives |
| Director – Partnerships and Community Engagement | Interaction as required in relation to the development and completion of key activities To ensure alignment with organisational strategic objectives |
| CEO | Interaction as required in relation to the development and completion of key activities To ensure alignment with organisational strategic objectives |
| Community Lawyers/Managers | To work collaboratively where portfolio work intersects, as far as reasonably practicable |
| Principal Governance & Quality, Data Analyst | Semi Regular interaction in relation to the development and completion of key activities To ensure alignment with directorate with organisational strategic objectives |
| Manager – Client and Community Pathways | To work collaboratively to support and foster connection and engagement with AIRR team around emerging community need |
| External | |
| Service Providers | To establish and maintain strong relationships and ensure quality service delivery |
| | |

Key Selection Criteria

Mandatory Qualifications

1. Tertiary qualification in a relevant discipline

Essential Knowledge & Skills

2. Demonstrated ability to establish and implement partnership projects with clear outcomes, including evaluation and reporting in the community or relevant sector.
3. Experience in / knowledge of social (or related) research methods, data synthesis and analysis.
4. Experience in partnership development
5. Experience working with communities experiencing marginalisation and disadvantage
6. High level of written and verbal communication skills
7. Community sector awareness and liaison skills
8. High level of computer literacy
9. Confident in the adoption and use of ICT-based devices, applications, software and services to support productivity, effective communication and a digitally capable organisation
10. Demonstrated experience in working autonomously and in a team

Desirable Knowledge and Skills

11. Legal background and/or experience working in the community legal sector
12. Demonstrated ability to work with people from diverse backgrounds
13. Experience in working with research software (i.e. Nvivo)

Personal Attributes

14. Ability to contribute to a positive working environment
15. Ability to work under pressure
16. Commitment to social justice and equality

Additional Information

| | |
|-------------------------------------|---|
| Child Safety | ECLC is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children at all times. As a 'child safe organisation', employment with ECLC is subject to a current Working with Children Check. |
| Cultural competency | ECLC strives to maintain a culturally competent and inclusive workplace. All staff are expected to undertake cultural competence training. |
| Equal Opportunity | ECLC is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures. |
| Flexible Working | ECLC promotes flexible working to balance personal and work needs, including working from home and flexible work hours, subject to operational requirements. ECLC also operates a flexi-time system. |
| Health, safety and wellbeing | <p>ECLC is committed to ensuring the physical and psychological health and safety of all employees, volunteers and other people involved in our organisation activities. Our people are expected to comply with our Health and Safety policy and procedures.</p> <p>It is the employee's responsibility to:</p> <ul style="list-style-type: none">▪ Comply with instructions and take reasonable care to ensure their own health and safety, and that of others▪ Participate in the development of a healthy and safe workplace▪ Immediately report to their supervisor any perceived health and safety risk, and report any injury or illness immediately where practical, including completion of incident/injury forms |

| | |
|------------------------------------|--|
| | <ul style="list-style-type: none"> ▪ Not place others at risk by any act or omission ▪ Use equipment safely and in a responsible manner |
| Pre-employment verification | <p>Appointment may be subject to satisfactory completion of screening requirements including but not limited to:</p> <ul style="list-style-type: none"> ▪ A current Police Record Check ▪ Verification of work right in Australia ▪ Certified copies of qualifications |
| Self-referral | <p>It is ECLC policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.</p> |
| Work environment | <p>The physical environment requires employees to work mainly inside the office and work for extensive periods on a computer.</p> <p>Some travel may be necessary between office sites and to attend outreach locations and/or meetings. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.</p> <p>Occasional evening commitments.</p> |

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that ECLC reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

| | | | | | |
|----------------|--|------------|--|-------|--|
| Employee Name: | | Signature: | | Date: | |
|----------------|--|------------|--|-------|--|