

Position Title	Senior Lead - Climate Justice
Directorate, Team	Partnerships and Community Engagement Climate Justice Team
Location	Box Hill, Boronia and outreach locations as required
Position reports to	Principal- Climate Justice
Direct reports	1- 2
Classification	6
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2024- 2028
Employment type	Fixed Term 12 Months, Part Time (0.8 FTE), 30 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>
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Position Summary

ECLC's vision is Human Rights, Fairness & 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. 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 *Senior Lead – Climate Justice & Disaster Recovery* will operate within the Partnerships & Community Engagement (PCE) Directorate, in the newly established Climate Justice Team and will be directly responsible for the delivery of key climate resilience, engagement, project and (as circumstances arise) recovery work with local communities impacted or at risk of being impacted by climate-induced extreme weather. The position will work closely with key stakeholders to provide support and information to community members, deliver key funded climate related projects/programs and ensure that legal support and appropriate referral pathways are made accessible for the local community.

The Centre is committed to working with its communities, utilising a variety of climate-related community resilience, engagement, community development and primary prevention strategies, and as required, lead Centre-wide disaster recovery efforts (following disasters). ECLC has a strong background in responding to extreme weather events and community emergencies. This includes the Black Saturday Bushfires in 2009, COVID-19 pandemic response and more recently leading the local disaster legal help response following the devastating June 2021 extreme weather event.

ECLC is deeply concerned by the impacts of climate change upon community members experiencing disadvantage and marginalisation, particularly those living in urban fringe locations such as Yarra Ranges and Melbourne's outer east. Especially concerning is the inequitable impact of climate change on community members already experiencing disadvantage including women, Indigenous communities, older people and people living with a disability, thus the Centre is engaged in a number of climate justice related initiatives.

This role is located within the new Climate Justice Team and with oversight from the Principal – Climate Justice, and significant collaboration with the Primary Prevention & Education team. Additionally, and particularly in times of disaster, significant engagement with the Community Law Team and AIRR team will be required.

The position also requires a strong emphasis on cultivating relationships with a diverse range of 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

Leadership

1. In collaboration with the Principal – Climate Justice, provide leadership and operational support to key climate justice projects/programs and any relevant personnel, including staff and volunteers.
2. Guide integration of climate resilience community engagement, development, CLE and prevention approaches.
3. Collaborate with managers and leads to strengthen interaction of legal and community development initiatives.
4. Provide strategic input on climate justice related interventions and initiatives.
5. Role model ECLC values and strategic priorities.
6. Support cross-directorate collaboration and staff development.
7. In consultation with the Principal - Climate Justice, represent ECLC at key sector and stakeholder engagement activities and events.

8. Provide high level support to Principal - Climate Justice in facilitating the Eastern Communities Climate Resilience Advisory Group

Project Management

9. Lead the implementation and coordination of key identified climate justice projects and programs, applying best practice project management principles.
10. In conjunction with the Principal – Climate Justice hold responsibility for program and project deliverables – including the establishment and management of project steering groups, capacity-building activities for community leaders and support for community organisations.
11. Proactively build and maintain strong relationships and communication structures with key stakeholders, including project partners, community leaders and key staff at ECLC
12. Maintain comprehensive project documentation to support the timely reporting and evaluation of projects and programs.
13. Support, guide and foster an environment of continuous improvement, best practice and innovation within the scope of the role.
14. Ensure that projects deliver the required outcomes and are completed within agreed timeframes.

Community Engagement, Community Development, Primary Prevention

15. Deliver innovative, evidence-based primary prevention initiatives, including community engagement and community development activities and projects, with an emphasis on partnership approaches
16. Develop a strong understanding of local need in communities (both legal and social need) and identify emerging issues impacting communities to help inform planning and programming
17. 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)
18. Contribute to reporting on programs and projects for management, partners and funders.
19. Represent ECLC at a variety of key stakeholder networks and meetings including local, regional and state-wide opportunities that support the Centre's strong partnership approach.

Community Education, Community/Professional Legal Education

20. Develop an understanding of local climate, legal and interrelated community need, and deliver appropriate educational opportunities and resources to support the community
21. Work collaboratively to contribute to the development and streamlining of ECLC's Education content and delivery, particularly with the Primary Prevention and Education Team (PPE).

Funding, Promotion and Communications

22. Proactively identify and contribute to applications for funding to assist the Centre achieve its climate justice related goals
23. In consultation with the Principal – Climate Justice and key leaders, support and assist in the Centre's communications by preparing written and other climate justice material for newsletters, website and other media, within the ECLC Strategic communications plan.

Governance and Accountability

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

Organisational Participation

27. Utilise ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation
28. Undertake professional development in consultation with manager/supervisor
29. Actively participate in meetings with manager/supervisor
30. At all times comply with ECLC policies and procedures, as varied from time to time
31. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
32. Understand and demonstrate ECLC values
33. 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

34. Decision-making authority over day-to-day workflow
35. Strategic or program decision making made in consultation with the Community Engagement Lead and Manager – Primary Prevention & Education

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

Capability	Description
	<ul style="list-style-type: none"> ▪ 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	
Principal – Climate Justice	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
Climate Justice Officer	Regular interaction in relation to the development and completion of key activities To ensure alignment with organisational strategic objectives Provide regular feedback to support ongoing performance and development To ensure alignment with directorate 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 clear and timely communication.

Key Selection Criteria

Mandatory Qualifications

1. Tertiary qualification in a relevant discipline.

Essential Knowledge & Skills

2. Demonstrated ability to establish and implement specific primary prevention and early intervention projects with clear outcomes, including evaluation and reporting
3. Experience in partnership development
4. Experience working with communities experiencing marginalisation and disadvantage
5. High level of written and verbal communication skills
6. Community sector awareness and liaison skills
7. High level of computer literacy
8. Confident in the adoption and use of ICT-based devices, applications, software and services to support productivity, effective communication and a digitally capable organisation
9. Demonstrated experience in working autonomously and in a team

Desirable Knowledge and Skills

10. Knowledge and expertise in community-led/engaged climate and disaster justice, resilience or adaptation approaches
11. Legal background and/or experience working in the community legal sector
12. Demonstrated ability to work with people from diverse communities, including First Nations and Multicultural Communities.

Personal Attributes

13. Ability to contribute to a positive working environment
14. Ability to work under pressure
15. 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 ▪ 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	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.
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:	
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