

Position Description	
Position title	Principal Lawyer, Self-Representation Law
Position reports to	Manager & Principal Lawyer
Position supervises	Lawyers and Paralegals
Position works in close collaboration with	Manager & Principal Lawyer, Principal Lawyer, Lawyers and Paralegals
Employment status	Full time permanent (0.8 FTE considered)
Hours	37.5
Salary	\$123,564.52 - \$126,087.57 per annum, depending on experience (pro-rated for 0.8 FTE), plus superannuation which will be paid according to statutory requirement, with annual leave loading, additional leave benefits and generous salary packaging options.
Location	Level 5, 446 Collins Street Melbourne or Level 5, 175 Liverpool Street, Sydney (hybrid working model: 40% time spent in the office across the month).

## Role Purpose

The Principal Lawyer – Self Representation Law plays a vital leadership role in delivering high-quality, people-centred legal services through Justice Connect’s self-representation services, including: Domestic Building Legal Service, Federal Self-Representation Service, and Victorian Self-Representation Service. This role is responsible for legal and practice supervision, service delivery, and innovation with flexibility to adapt to changing priorities and help shape evolving service models.

The Principal Lawyer brings a commitment to accountability, collaboration, and continuous improvement. This role is critical to help ensure Self-Representation Law aligns with Justice Connect’s Strategy, with a focus on expanding reach, building practical legal capability, and deepening impact. The role contributes across different clinics based on organisational needs, team capacity, and legal expertise, supporting a responsive and integrated approach to service delivery.

## Key Responsibilities

### Legal service delivery:

- Supervise and mentor lawyers, secondees, and volunteers in the delivery of legal services.
- Ensure services are compliant with legal practice obligations and are timely and effective.
- Provide direct legal support where required, particularly in complex matters or new areas of service.
- Contribute to the development and delivery of task-based, discrete legal services that build legal capability.

- Attending court offices on on-site days, as required.

### **Service planning and accountability:**

- Support the Manager & Principal Lawyer in planning, coordinating, and monitoring service delivery.
- Take ownership of team-level goals and contribute to service performance and impact measures.
- Help identify and address service bottlenecks, capacity issues, or emerging client needs.
- Apply client and team feedback to improve processes and practice.

### **Adaptability and leadership:**

- Demonstrate and support a positive, high performing organisational culture that reflects Justice Connects values and aligns with Justice Connect's strategy.
- Lead by example in navigating change constructively and fostering team resilience.
- Participate in service transformation projects and adapt to evolving team structures or workflows.
- Support colleagues and contribute to team planning and coordination.
- Work constructively across Justice Connect teams to achieve shared strategic goals.

### **Stakeholder and sector collaboration:**

- Liaise with courts, tribunals, and referrer organisations to maintain strong referral pathways.
- Build confidence in Self Representation Law service offerings through professional, responsive engagement with stakeholders.
- Represent the program in community legal sector meetings or collaborative projects as required.

### **Monitoring, evaluation and reporting:**

- Drive program-level reporting, lead evaluation, and service data analysis to support impact measurement and service development.
- Use insights and client feedback to inform and improve legal service delivery.

### **Organisational contribution:**

- Support Justice Connect's Reconciliation Action Plan, equity and inclusion objectives, and organisational values.
- Collaborate with other Justice Connect teams and participate in cross-program initiatives that support shared impact goals.
- Demonstrate behaviours aligned with Justice Connect's values.

### **Workplace health and safety:**

- Take all reasonable care regarding the health and safety of yourself and others in the workplace and ensuring compliance with policies or procedures.

