



## WESTERN COMMUNITY LEGAL CENTRE LTD

### Position Description

<b>Job Title</b>	<b>Legal Director, Economic and Housing Rights (EHR) Program</b>
<b>General</b>	
<b>Vision</b>	Fairness, Safety and Justice for Melbourne's West.
<b>Purpose</b>	We deliver targeted services and drive meaningful change.
<b>Reports to</b>	Chief Executive Officer
<b>Term</b>	Ongoing
<b>Scope of the role</b>	<p>The Legal Director of the Economic and Housing Rights Program is responsible for:</p> <p>Leading the design and delivery of our innovative integrated and multidisciplinary services that help people meaningfully participate in our social and economic systems</p> <p>Overseeing practice management and compliance with our legal, professional and risk management obligations, in relation to tenancy, consumer and general civil law</p> <p>Leading our systemic advocacy work to address the underlying causes and effects of disadvantage and improve the systems, policies and procedures of government, industry and other parties which create economic injustice, and investigate pathways to promote and protect fundamental human rights, including the right to safe housing, access to food and utilities.</p> <p>Providing strategic, expert legal and practice management advice to the CEO and Senior Leadership Team.</p> <p>Collaborating with Senior Leadership Team on reducing siloes and improving client led and trauma informed service delivery across the organisation.</p>
<b>Key responsibilities</b>	<ol style="list-style-type: none"><li>1. Work closely with the CEO and Senior Leadership Team to ensure Westjustice achieves its vision, purpose and strategic objectives and support the implementation of Westjustice's Strategy 2024-27 across the EHR Program.</li><li>2. Lead, develop and maintain innovative programs that seek to address the paradigm of disadvantage and unmet legal need for people experiencing economic disadvantage, social exclusion and poverty through client centred services, programs and reform agendas.</li><li>3. Lead and oversee the EHRP systemic reform agenda, represent Westjustice at external working groups or forums and contribute to sector advocacy efforts in civil, tenancy and consumer law.</li><li>4. Oversee all programs and services, community legal education, development and engagement activities within the EHR Program integration across the organisation,</li><li>5. Lead the EHR Program practice management requirements including high level overview of all legal advice, case work, legal education and compliance with the professional standards, accreditation requirements and Risk Management Guide. This may include management of Trust Accounts.</li></ol>

	<ol style="list-style-type: none"> <li>6. Maintain, monitor and review compliance with all relevant laws and standards, including Westjustice policies, procedures and guidelines.</li> <li>7. Establish and maintain best practice and ensure work is of excellent quality and standard.</li> <li>8. Ensure that the EHR Program is sufficiently resourced and organised for staff to perform their roles and responsibilities effectively, and lead the recruitment and induction of new team members.</li> <li>9. Lead the performance of the EHR Program ensuring that each team member is growing and supported to achieve their best performance and their full potential.</li> <li>10. Provide supervision, support, advice and mentoring to Program Managers (line managers) and ensure that they are suitably qualified and are proactively and effectively leading their teams.</li> <li>11. Lead and foster the WISED UP culture of the EHR Program to ensure that each team member is growing and supported to achieve their best performance and their full potential, including       <ol style="list-style-type: none"> <li>a. Engaging our people to be aligned with the Westjustice Strategic Plan and priority objectives and outcomes through their work and development plans,</li> <li>b. regular work in progress (WIP) meetings,</li> <li>c. annual leave management,</li> <li>d. regular feedback and performance reviews,</li> <li>e. satisfactory completion of mandatory training, policy updates etc.</li> <li>f. regular team meetings for alignment, learning and collaboration.</li> <li>g. Monitor overall satisfaction, engagement and wellbeing of the EHR Program.</li> </ol> </li> <li>12. Collaborate with the senior leadership team to ensure that there is cohesion across the organisation and a positive workplace culture.</li> <li>13. Manage the EHR Program budget and financials to ensure that the program is well funded, and priorities are met.</li> <li>14. Oversee development, funding and grant opportunities and contribute to the organisation's annual funding strategy.</li> <li>15. Lead and/or make a significant contribution to internal Westjustice practice groups, working groups and external networks and steering committees.</li> <li>16. Lead the review and maintenance of the EHR Program monitoring and evaluations framework.</li> <li>17. Oversee and lead key stakeholder relationships across the EHR Program and broader organisation (where relevant).</li> <li>18. Work with the CEO and senior leadership team to ensure continuity of funding and contribute to the development and review of the Westjustice Funding Strategy.</li> <li>19. Other relevant work as required from time to time.</li> </ol>
<p><b>Key selection criteria</b></p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience leading a legal service delivery team and program of work.</li> <li>2. A law degree and a Principal Practicing Certificate (or an unrestricted Practicing Certificate and willingness to obtain the Principal's Practicing Certificate) in order to be the Responsible Person under the Risk</li> </ol>

	<p>Management Guide.</p> <ol style="list-style-type: none"> <li>3. Significant legal practice experience across a range of areas of expertise including banking, insurance, debt, infringements, tenancy and consumer law.</li> <li>4. Demonstrated understanding of high-quality legal practice management, including legal operations and risk management. An ability to think strategically and with integrity to meet clients and practice management needs.</li> <li>5. Sophisticated people management skills to lead and develop a high performing team.</li> <li>6. Demonstrated ability to lead and coordinate systemic impact work such as drafting policy or law reform submissions, legal projects and programs with strategic impact,</li> <li>7. Ability to work autonomously, take initiative to progress program priorities including legal supervision, team management, project work, grant applications, funding proposals, program budgets and make sound judgements, with limited direction of the Legal Director.</li> <li>8. Excellent written and oral communication skills including the ability to engage with stakeholders and clients experiencing trauma and/or disadvantage.</li> <li>9. Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by communities experiencing vulnerability and/or disadvantage.</li> <li>10. Strong commitment to social justice and community engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable and/or disadvantaged communities.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Significant litigation experience, including in Victorian Magistrates and Supreme Courts, the Victorian Civil and Administrative Tribunal, and/or other relevant courts, tribunals and dispute resolution processes</li> <li>2. Grants writing and funding application experience and demonstrated examples of securing project funding and developing and managing budgets</li> <li>3. Experience in managing data and impact work for an organisation, including working knowledge of the Actionstep platform.</li> <li>4. Experience managing government and sector relationships and relationships with other key stakeholders.</li> <li>5. Experience in managing funding and budget bid processes to philanthropy, state or federal government.</li> </ol>
<p><b>Other relevant information</b></p>	<ol style="list-style-type: none"> <li>1. The successful applicant will be employed under <i>Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027</i> (the Multi-Enterprise Agreement) with a probationary period of six months.</li> <li>2. To be eligible for this position you must have current rights to work in Australia (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa).</li> <li>3. You will be required to apply for and hold a current Working with Children</li> </ol>

	<p>Check. If you don't have one of these already you will be reimbursed for this cost.</p> <ol style="list-style-type: none"><li>4. We are committed to removing barriers to employment for those with lived experience of the justice system, whilst we ask that all employees undertake a National Police check having a criminal conviction will not directly exclude you from gaining employment with us.</li><li>5. Your primary work location will be the Werribee Office. You may also need to work from other Westjustice offices (Sunshine Office) or other outreach locations as required.</li><li>6. You will be required to travel independently to, and work from, other metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.</li><li>7. Westjustice supports flexible work arrangements and has a policy which allows for hybrid work from home and office, subject to the agreement. Westjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities.</li><li>8. Westjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at <a href="https://www.westjustice.org.au/about-us">https://www.westjustice.org.au/about-us</a></li></ol>
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