

Position Title	Managing Lawyer, Community Law Program (Local Community Lead)
Directorate, Team	Legal Services, Community Law Program
Location	ECLC offices and other locations as may be reasonably required
Position reports to	Director, Legal Services & Principal Lawyer
Direct reports	4
Classification	7
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2024-2028
Employment type	Ongoing Full time (or part time negotiable)

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.

Heart

We connect with empathy and compassion, listen to understand and lead with our hearts.

Justice

We strive for equity, equality and access, and stand with those who are experiencing injustice.

Community

We seek and nurture genuine connection with our community by prioritising accessibility, inclusion and diversity.

Courage

We bravely push boundaries to drive change and create safe spaces to encourage new ideas and ways of doing.

Position Summary

This position is responsible for co-managing ECLC's Community Law practice. This position will also be responsible for leading ECLC's Community Law program's partnership and strategic engagement in relation to local courts and legal outreaches. ECLC has a range of legal service programs which encourage a multidisciplinary approach to assisting people with their legal problems. This position works within and champions this multidisciplinary approach so that communities are supported in their psychosocial and legal needs.

Key Accountabilities

Leadership and Accountability

1. In collaboration with the Leadership Team, ensure that professional integrity, transparency and accountability is role modelled and maintained across the organisation
2. Ensure that intra and inter-directorate staff are supported to feel valued and encouraged to reach their potential
3. Actively champion and role model the strategies and values enunciated within ECLC's strategic plan
4. Ensure compliance with relevant funding and other agreements, including timely reporting and accountability responsibilities

Supervision and Support of Legal, Community Service Professionals and other relevant personnel

5. Supervise, support and mentor relevant staff in their practice, ensuring that information, advice and casework services provided are appropriate, efficient and effective
6. Support, guide and foster an environment of continuous improvement, best practice and innovation within the scope of the role
7. Collaborate with the Director – Legal Services & Principal Lawyer and Managing Lawyer- Priority Communities Lead in the management of the legal practice (including volunteers within the Community Law Program)
8. Develop and implement specific service initiatives, projects and process improvements in consultation with the Director – Legal Services & Principal Lawyer and other relevant Managers (including volunteer programs within the Community Law Program)

Legal Advice and Casework

9. Ensure that legal services operate within ECLC's guidelines and in accordance with professional legal practice, including government and professional indemnity insurance requirements
10. Ensure that all elements of legal risk are managed appropriately within the Community Law Program, in accordance with ECLC's approach
11. Oversee and support the provision of high - quality legal advice and casework to communities within the service's catchment area
12. Supervise and support community lawyers ensuring services delivered are of the highest quality and integrated with ECLC's practice
13. Regularly evaluate legal practice processes, procedures, and file management and information systems, implementing improvements as required
14. Undertake strategic client casework

Partnership and Strategy

15. Represent and lead ECLC's Community Law program's strategic engagement with key partners and ECLC personnel in relation to local court and outreach services

Community Development

16. Communicate effectively with project partners, agencies, relevant other networks within the region and as appropriate
17. Contribute to law reform and policy submissions and partnership opportunities for funding and development as appropriate
18. Encourage and foster the interaction and integration of legal assistance with ECLC's community development work
19. Support the organisation to strengthen networks, engaging the support and involvement from a range of individuals and organisations
20. Collaborate with staff to ensure community education materials are accurate, effective and highly accessible

21. Provide legal information and secondary consultations

Organisational Participation

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

29. Decision-making authority over day-to-day workflow
30. Risk management (staff management and legal risk) is made in consultation with Managing Lawyer- Priority Communities Lead and the Director- Legal Services (Principal Lawyer)
31. Strategic or program decision making made in consultation with Managing Lawyer- Priority Communities Lead and the Director- Legal Services (Principal Lawyer)

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	▪ 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	▪ 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	▪ 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

Capability	Description
	- 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	- 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	- 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	
CEO	Regular interaction in relation to the development and completion of key activities To ensure alignment with organisational strategic objectives
Director – Legal Services (Principal Lawyer)	Direct line manager 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
Director- Family Violence Initiatives (Integrated Practice Principal)	Feedback to support ongoing performance and development To ensure alignment with ECLC multidisciplinary approach
Managing Lawyer- Priority Communities Lead and Policy	To work alongside and collaboratively on joint projects for the purposes of strategic development of organisational priorities
Client Advocate (Integrated Practice Lead)	To work alongside and collaboratively on joint projects for the purposes of strategic development of organisational priorities
Program Managers / Coordinators	To work collaboratively to ensure that the delivery of client and community services and programs are aligned in accordance with the organisation's strategic priorities
Community Lawyers	Work collaboratively to ensure that Community Law Program is delivered in accordance with organisation's key priorities

Contact / Organisation	Purpose of Relationship
Team (including direct reports and volunteers)	Participate in meetings to share information, provide input on issues and in planning/processes
External	
Service Providers	To establish and maintain strong relationships and ensure quality service delivery

Key Selection Criteria

Qualifications and Specialist expertise

1. Eligible to hold an unrestricted legal practising certificate in Victoria.

Knowledge and skills

2. Demonstrated capacity to engage in supportive and constructive mentoring and supervision of (staff and volunteer) lawyers, community service professionals and other relevant personnel.
3. Demonstrated ability to think and respond strategically outside of the legal context.
4. Demonstrated high level written and verbal communication and leadership skills, including creativity in problem solving, conflict resolution and the ability to work well within a team environment
5. Demonstrated ability to undertake projects recognising the relationship between the legal practice work and community development activities, including the ability to engage with a diverse range of stakeholders and key personnel in community and government sectors at a senior level.
6. Relevant experience in planning, co-ordinating and delivering services to members of disadvantaged and vulnerable communities.
7. Highly developed organisational skills and the ability to work under pressure and manage competing demands.
8. Ability to work independently in a self-directed and self-motivated manner, while also actively contributing to a team based working environment.

Desirable Knowledge and Skills

9. Community language or experience working with people from Culturally and Linguistically Diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.
10. Experience working within the community sector.
11. Experience in trauma-informed practice and working within multi-disciplinary teams

Personal qualities

12. Ability to work flexibly across a range of work requirements
13. Ability to celebrate collective team successes
14. Empathetic and compassionate

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 ▪ A current practising certificate in Victoria
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 in order to balance personal and work needs, including hybrid working if requested and flexible work hours.

Health, safety and wellbeing	ECLC is committed to ensuring the physical and psychological health and safety of all employees, volunteers and other people involved in organisation activities. All staff are expected to comply with Health and Safety policy and procedures. It is the employee's responsibility to: ▪ 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
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	The physical environment requires employees to work mainly inside the office and work for extensive periods on a computer. Some travel may be necessary between office sites and outreach locations and/or meetings. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed. Occasional evening commitments.

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:	