

LEGAL POLICY MANAGER POSITION DESCRIPTION

Position	Legal Policy Manager
Status:	Full-time or part-time (minimum 0.8 FTE) 12-month fixed term contract
Reports to:	Director Policy and Advocacy
Direct reports:	Nil
Classification:	Social Community Home Care and Disability Services Industry Award Level 6
Salary:	\$118,800 to \$124,050 range dependent on skills and experience, fulltime equivalent base salary per annum (pro rata for part time), plus superannuation, annual leave loading and salary packaging
Conditions:	Staff employment conditions and entitlements are set out under the Victorian Community Legal Centre Multi-Enterprise Agreement 2024-2027 , which includes enhanced entitlements such as 5 weeks of annual leave and leave loading

ABOUT THE FEDERATION

The Federation of Community Legal Centres (the Federation) is a fast-paced and dynamic organisation that seeks to create a fairer Victoria for all members of our community. We are the peak body for Victoria's 50 Community Legal Centres (CLCs), who are at the forefront of helping those facing economic, cultural, or social disadvantage and whose life circumstances are severely affected by legal challenges.

For more than 50 years, CLCs have been part of a powerful movement for social change, reshaping how people access justice, creating stronger, more equitable laws, and more accountable government and democracy.

Our vision is for a community that is fair, inclusive, and thriving, where every person belongs and can learn, grow, heal, participate, and be heard.

We work with CLCs by enabling a strong collective voice for justice and equality; mobilising and leading strategic, well-coordinated advocacy campaigns; leading and supporting ongoing learning and evaluation across the sector; and driving creativity and excellence in delivering legal services to communities.

Our workplace is flexible and rewarding for those who can see the bigger picture, and who are comfortable working with multiple stakeholders across a range of social issues. We focus on delivering impact and outcomes, we celebrate collective success, and we encourage ongoing learning.

Our staff are driven, collaborative, solution-focused and adaptable. Our values drive our work - we believe in justice and are purposeful, connected, inclusive and steadfast in all that we do.



POSITION PURPOSE

The Legal Policy Manager coordinates and promotes the systemic advocacy and law reform strategies of the community legal sector, drawing on the experiences of member community legal centres and their clients. The role works collaboratively across the Federation team and membership, playing a convening role to develop sector and legal policy with the aim of influencing government policy and legislation.

Under the guidance of the Director of Policy and Advocacy, managing an agreed policy portfolio the role coordinates, researches and develops law reform and policy submissions on issues relevant to the community legal sector.

The Legal Policy Manager also supports the implementation of strategic policy and advocacy projects under the Victorian community legal sector's 10-Year Plan, contributes to government engagement activities, and helps build the sector's capacity for effective advocacy. With a strong focus on engagement and collaboration, the Legal Policy Manager will work with the Federation's membership to drive social change and improve outcomes for communities.

The Legal Policy Manager supports the achievement of the goals under the following strategic impact areas

- ▼ **A stronger peak body:** We have the right people, funding and systems to optimise the impact of our members
- ▼ **A stronger sector:** We drive long-term sustainability, impact and collaboration across the sector through funding advocacy, capability building and strategic convening
- ▼ **A stronger community:** Our policy and law reform work elevates member and community voices to drive fairer laws and systems

RESPONSIBILITIES

POLICY DEVELOPMENT & LAW REFORM & ADVOCACY

- ▼ Lead and implement policy and advocacy initiatives and projects as determined through member consultation across the agreed policy portfolio.
- ▼ Monitor and analyse relevant legislation and regulations and provide high-quality advice on key developments in Victorian law and social policy.
- ▼ Produce high-quality legal policy and advocacy materials, including but not limited to policy briefs; law reform submissions; budget submissions; talking points; and other materials as needed that target key decision makers and audiences.
- ▼ Promote a collective voice on legal policy issues, engage with and bring together Federation members, the legal assistance sector and broader community sector to identify, support and represent the membership's legal and policy issues; drive legal policy development and advocacy; and support relevant member projects.
- ▼ Contribute to and implement campaigns that involve effective sector engagement and advocacy to achieve change, including building coalitions to advance an effective advocacy agenda.
- ▼ Together with the Federation team, identify opportunities to strengthen policy development, advocacy, capability and partnership opportunities.



- ▼ Coordinate and contribute to research and evidence building and capacity development initiatives across the sector and translate this into best practice.

MEMBER AND STAKEHOLDER ENGAGEMENT

- ▼ Actively engage with and develop strong relationships with all members, relevant parliamentary and government advisers, Community Legal Centres Australia, other relevant state and territory peak bodies, the community sector, the Victorian legal profession, government agency partners, consultants, funders and other relevant stakeholders.
- ▼ Represent and present on behalf of the organisation in appropriate stakeholder forums as delegated.

OTHER

- ▼ Participate in and contribute to all-staff activities.
- ▼ Perform all duties in accordance with Federation policies, procedures and delegations.
- ▼ Other duties as may be determined from time to time by the Director Policy and Advocacy and / or Chief Executive Officer (CEO) or Deputy CEO.

VALUES AND BEHAVIOURS

- ▼ Promote and role model appropriate behaviour to support the Federation's culture, performance, and profile.
- ▼ Actively support the Federation's commitment to the principles of diversity, inclusion, and equal employment opportunity.
- ▼ Actively demonstrate organisational values.

HEALTH, SAFETY AND WELLBEING

- ▼ Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- ▼ Participate in, and contribute to, health and safety awareness and improvements.
- ▼ Report all incidents, injuries, and potential hazards in a timely manner.
- ▼ Ensure that the work is carried out in ways, which safeguard the physical and psychological health and safety of workers or others in their charge including contractors whom they engage.

LOCATION AND WORK OUTSIDE OFFICE HOURS

The position will be based at the Federation's office in Melbourne CBD and may involve some travel. Staff can work a hybrid model of onsite work (minimum two days per week in the office for full-time staff – pro rata part-time staff) and work from home. When working from home, staff are required to provide at their own expense, a reliable internet connection and an OHS-compliant workspace

Occasional work outside normal office hours may be required, such as to attend meetings and after-hours events.



DIVERSITY

The Federation is committed to building a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people from culturally and racially marginalised and refugee backgrounds, people of all ages, neurodiverse people, gender diverse people and LGBTIQ+ people. We welcome individuals with a diversity of backgrounds and experience, including lived experience of the issues we work on and seek to support an application process for people who require additional supports.

SELECTION CRITERIA

SKILLS AND EXPERIENCE

- ▼ An Australian law degree or substantial experience in the legal context.
- ▼ Strong experience in coordinating and promoting systemic advocacy and law reform initiatives and in coordinating, researching and writing law reform and policy submissions.
- ▼ Demonstrated capacity to build consensus and work collaboratively with stakeholders.
- ▼ Demonstrated understanding of how the law and legal system can impact social disadvantage and inequality.
- ▼ Ability to identify and analyse problems and then develop appropriate solutions and recommendations using analytical and conceptual skills.
- ▼ Excellent written and verbal communication skills, including the capacity to describe complex issues in plain language to a range of audiences.
- ▼ Excellent interpersonal and conflict resolution skills with an ability to use those skills to influence, negotiate with people across all levels to effect positive social change.
- ▼ Excellent organisational and time management skills including the ability to prioritise a range of competing demands and changing priorities and meet deadlines in a very fast-paced environment.
- ▼ Demonstrated flexibility and ability to work independently or as part of a collaborative team.
- ▼ Advanced computer skills including proficiency in the use of MS Office packages and databases.

DESIRABLE

- ▼ Experience in the community legal sector, government, or public sector.
- ▼ Experience working in a small fast-paced and responsive organisation.
- ▼ Experience in a member-based peak body.

PERSONAL ATTRIBUTES

- ▼ Motivated by collaboration and collective success.
- ▼ Flexible, adaptive and able to work effectively in a small team.
- ▼ Strong commitment to social justice, and values alignment with the Federation.
- ▼ Solutions and outcomes focused, with a steady line of sight to the impact for stakeholders.
- ▼ Exercise initiative, openness to change, and receptive to new ideas.
- ▼ Capacity to work independently and reflect on own work performance.
- ▼ Committed to contributing to a positive work environment.



REVIEW AND APPROVAL

I have read and understood the above position description, and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner. Signing of this position description supersedes any previous signed position description

Employee signature:

Employee name:

Date: