



<b>Position title</b>	Managing Lawyer
<b>Group</b>	AFVPLS
<b>Employment status</b>	Full time
<b>Salary Range</b>	As per SCHCADS Award
<b>Position reports to</b>	Manager Legal Services
<b>Location</b>	Any of Djirra's Offices (incl. Abbotsford, Melton & Regional Offices) (as required)
<b>Delegation</b>	Lawyers & Paralegal Support Workers

### Organisation environment

Djirra<sup>1</sup> is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience.

We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

### Role purpose

The purpose of the position is to:

- lead, plan, and manage the provision of high quality, culturally safe, client-focused, holistic legal assistance across an Area (Metropolitan Victoria or Regional Victoria), under the overall direction of the Manager Legal Services. The regions that the Managing Lawyer has responsibility for within the Area may vary from time to time depending on Djirra's office locations and operational requirements
- foster a positive, staff supportive culture and provide leadership, operational support and supervision to Legal Services staff in the Area
- collaborate with the Manager Legal Services in overall management of Legal Services
- collaborate with the Manager Legal Services to ensure compliance in the Area with legal, professional and accreditation requirements.

### Key accountabilities

#### Service Leadership and Management

- Develop, foster and model a culturally safe, client-focused, staff supportive service culture across teams in the Area
- Manage and support Area teams in their effective delivery of Aboriginal Family Violence Legal Service's (AFVLS) culturally safe, holistic Legal Services model
- Collaborate with other managers and staff across Djirra to ensure client's experience a holistic approach and integrated service delivery across Djirra's services and supports

<sup>1</sup> Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.

- Lead, manage and support all lawyers and PLSW's in the Area
- Regularly travel to and visit teams and key stakeholders in the Area
- Collaborate with the Manager Legal Services in the
  - development of policies, procedures, guidelines, protocols and systems
  - management of budgets and grant acquittals
  - development of Legal Services plans, initiatives and innovations
  - monitoring, evaluation and improvement of Legal Services
- Lead and support Senior Lawyers in the development and implementation of team plans
- Support the Manager Legal Services in their role as a member of the Management team

#### **Supervision of Service Delivery**

- Supervise, support and mentor Area Senior Lawyers and Lawyers in their practice, and PLSW's where there is no supervising Senior Lawyer, delegating supervision of Lawyers to Senior Lawyers where approved by the Manager Legal Services
- Manage community legal education activities in the Area, and deliver key community legal education presentations and workshops
- Manage the recording of Area Legal Service activities in AFVLS's information systems
- Implement, monitor and report on case load KPIs for Legal Services with the Area
- Maintain a small case load, where appropriate, of complex, sensitive and/or strategic matters
- Handle client complaints within Djirra's complaints procedures.

#### **Human Resources**

- Undertake all aspects of staff management in the Area, including recruitment, ongoing support, professional development and performance management, in consultation with the Manager Legal Services.
- Ensure effective day to day management of volunteers in the Area
- Conduct inductions to Legal Services and roles for new staff and volunteers in the Area
- Implement the Legal Services meeting framework

#### **Stakeholder Engagement**

- In collaboration with the Manager Legal Services manage relationships and partnerships with key stakeholders in the Area
- Manage relationships with state-wide stakeholders as delegated by the Manager Legal Services

#### **Law Reform and Advocacy**

- Ensure accurate capture of systemic issues and trends in issues faced by AFVLS clients through data and case studies
- Collaborate with the Manager Legal Services in:
  - identification of law reform and policy issues
  - input to law reform, written policy submissions and inquiries
  - meeting and consultation attendance
  - review of media release and advocacy material containing legal content
  - planning and conduct of strategic litigation.

#### **Compliance and Risk**

- Ensure AFVLS services in the Area comply with all legal and professional obligations set out in the NACLCL Risk Management Guide, relevant laws, and Victorian Legal Aid Panel requirements
- Contribute to NACLAC accreditation, insurance and audit activities
- Ensure AFVLS services in the Area comply with DHHS accreditation requirements.

#### **Technical Requirements**

- Principal Practicing Certificate or Employee Practitioner Certificate with capacity to supervise legal practice by others
- *Nominated Person* under NACLCL Standards & Risk Management

#### **Decision Making Authority**

- All decision making within scope of responsibilities and budget allocations
- Recognise when to involve / escalate to Manager Legal Services

#### **Key Interactions**



- **Internal:** Senior Managers, Manager Legal Services, Managing Lawyer, other Managers, and other employees
- **External:** State, and Federal government agencies within the Area, community organisations, and other external stakeholders

### Key selection criteria

#### Professional / Functional Skills

##### Essential:

- Demonstrated leadership and people management skills, including the capacity to manage teams and coordinate responses to external changes and feedback.
- Demonstrated ability to recruit, manage, supervise, develop and train staff.
- Demonstrated ability to build and foster a positive and supportive work environment across multiple sites.
- Demonstrated ability to communicate effectively with and gain the confidence of Aboriginal and Torres Strait Islander people, particularly women, in areas of extreme personal and cultural sensitivity.
- Ability to liaise effectively with a wide range of Aboriginal and Torres Strait Islander and mainstream agencies, organisations and groups.
- Demonstrated knowledge and understanding of the nature and consequence of family violence in Aboriginal and Torres Strait Islander communities, particularly in relation to women and children.
- Minimum of five years well-developed casework and advocacy experience in family law, family violence law, child protection and/or victims of crime assistance.
- Demonstrated ability to develop, implement and evaluate service delivery projects and community education programmes.
- Understanding of, and commitment to, the work of community legal assistance providers.
- Ability to regularly travel to Regional offices.

##### Desirable:

- Experience working within the community sector

#### Competency

- Excellent oral and written communication, negotiation and influencing skills
- Ability to motivate people.
- Creativity in problem solving and conflict resolution.
- Team orientation.
- Highly organised with ability to plan, prioritise and complete own work efficiently and accurately with minimal supervision.
- Able to display flexibility and sound decision making in response to the sometimes conflicting demands of multiple stakeholders / projects.
- Capacity to think and plan strategically.
- Ability to work under pressure.
- Discretion and professionalism.

#### Technical Skills

- Intermediate PC skills, including strong familiarity with MS suite of tools.

### Qualifications

#### Essential:

- You are a qualified legal practitioner holding, or eligible to hold, an unrestricted Victorian Practising Certificate.
- A Working with Children Check Card
- A Police Check

**Desirable:** Victorian Legal Aid Panel Certifier status or capacity to apply for certification. Post-graduate qualifications

### Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work





colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

**We are a Child Safe Organisations**

Djirra 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 Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working with Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

**Other important information**

Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

All Djirra workers - including employees, volunteers, contractors, and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

Djirra requires this of anyone who is working remotely or virtually with or for Djirra, as well as those working face to face. This is to ensure we are consistently promoting, supporting, and re-enforcing the importance of vaccination for the communities Djirra works with, and for all our staff.

We require evidence from each person we engage that they meet the requirements.

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

<b>Employee name:</b>		
<b>Employee signature:</b>		<b>Date:</b> / /
<b>Manager’s name:</b>		
<b>Manager’s signature:</b>		<b>Date:</b> / /

**HR CHECKLIST**

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- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

**Initials:** \_\_\_\_\_

**Date:**     /     /