



## Position Description

### POSITION DETAILS

Job title:	<b>Director – Legal Services (Principal Lawyer)</b>
Classification level:	8.
Service area:	Legal Services.
Location:	Box Hill (with regular travel to Boronia).
Reports to:	CEO.
Direct reports:	Managing Lawyers (Inner and Outer East), Manager- Major Projects.
Employment status:	<p>10 month contract to end April 2019, 0.8 -1.0 eft (negotiable).</p> <p>A three-month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice.</p> <p>All positions at the Centre are subject to the continuation of external funding.</p>
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation.
Remuneration:	Salary package in the range of \$99,761 - \$110,846 per annum (pro rata) based on qualifications, skills and experience, comprising cash salary (\$90,000 - \$100,000), leave loading on annual leave and employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i> . Additionally, the benefit of tax-effective salary packaging (including access to Accommodation and Meal Entertainment packaging) will be available as soon as practicable from commencement.
Travel:	The position will require attendance at alternate locations, including other ECLC offices (particularly Boronia), in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.



### **EASTERN COMMUNITY LEGAL CENTRE**

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

### **POSITION CONTEXT**

The Director – Legal Services (Principal Lawyer) is responsible for providing leadership, management and oversight across the Legal Services Directorate, the legal practice and a number of key projects, particularly in relation to family violence. The Director also manages and guides the strategic advocacy, law reform and policy initiatives of ECLC.

As a growing and dynamic organisation addressing diverse community need, the Director also engages with key partners and services across the Eastern region and beyond, through a layered collaborative approach. This position is a key leader across the agency with two other Directors (Partnerships & Community Development and People & Shared Services) and the CEO, building a strong and effective culture and operations based on the Centre's vision, values and strategy.

### **COLLABORATES WITH**

ECLC CEO, Directors, managers, employees and volunteers. Community partner agencies and funding bodies.

### **DECISION MAKING AUTHORITY**

Decision making authority regarding legal practice issues, staffing and program issues within the Directorate and work priorities and workflow of direct reports. Decisions related to the strategic direction of ECLC, key partnerships, funding and reporting to be made in consultation with Directors and CEO, while consulting relevant internal and external stakeholders.



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	<p><b>Leadership and Strategic Direction</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and strategic direction to the organisation in conjunction with the Directors and CEO.</li> <li>• Ensure services are consistent with ECLC’s mission, aims and objectives, strategic goals and policy guidelines.</li> <li>• Support, guide and foster an environment of continuous improvement, best practice and innovation.</li> <li>• Encourage strong multi-disciplinary and cross-program collaboration internally and externally.</li> <li>• Identify and provide strategic advice on emerging issues and opportunities that meet strategic plan objectives.</li> <li>• Motivate and guide staff in the implementation of systems, services, and processes that are effective, transparent and well documented.</li> <li>• Ensure ongoing evaluation of policies and programs, within span of control.</li> </ul>	<p>Deliver improvements and new initiatives that increase efficiencies and quality of service within the scope of the role.</p>
2.	<p><b>Supervision and Support of Managers and Project Personnel</b></p> <ul style="list-style-type: none"> <li>• Supervise, support and mentor Managing Lawyers, Manager - Major Projects and other relevant personnel in their practice, ensuring that legal services and other programs provided are appropriate, efficient and effective.</li> <li>• Oversee and support the development and implementation of specific service initiatives, projects and process by relevant Managers and staff, including appropriately managing risk.</li> <li>• Support, guide and foster an environment of continuous improvement, best practice and innovation within the scope of the role.</li> </ul>	<p>Provide regular professional supervision to employees within the scope of the role.            Monitor and address performance and conduct issues with employees within the scope of the role.            Monitor and extend high performing employees within the scope of the role.            Deliver improvements and new initiatives that increase efficiencies and quality of service within the scope of the role.</p>
3.	<p><b>Legal Practice</b></p> <ul style="list-style-type: none"> <li>• Supervise and support Managing Lawyers in the management of the legal practice.</li> <li>• Undertake the role of ‘Responsible Person’ as defined in the ‘Risk Management and CLC Practice’ guide published by the National Association of Community Legal Centres.</li> <li>• Monitor and develop supervision, support and mentoring approaches for relevant legal and other staff (including volunteers and volunteer teams) in their practice, ensuring that information, advice and casework services provided are</li> </ul>	<p>Successfully fulfil the requirements of the role of “Responsible Person”.            Deliver improvements and new initiatives that increase efficiencies and quality of service within the legal practice.            Engage in regular consultation</p>



	<p>appropriate, efficient and effective.</p> <ul style="list-style-type: none"> <li>• Develop and implement specific service initiatives, projects and process improvements in consultation with the CEO, Directors and relevant Managers.</li> <li>• Ensure that legal services operate within the Centre’s guidelines and in accordance with professional legal practice, including government and professional indemnity insurance requirements.</li> <li>• Provide very limited advice and casework to clients, including at the Intervention Order Support Service at Ringwood Magistrates’ Court.</li> <li>• Oversee supervision and support of volunteer lawyers, ensuring lawyers appointed and services delivered are of the highest quality and integrated with the Centre’s practice.</li> <li>• Regularly evaluate legal process, procedures, and file management and information systems, implementing improvements as required.</li> </ul>	<p>with relevant staff on the operation of the legal practice. Regularly monitor the operation of the legal practice for compliance with guidelines and requirements.</p> <p>Deliver legal advice and carry the required caseload as negotiated annually with the CEO.</p> <p>Provide guidance and secondary consultation to community lawyers within the scope of the role.</p> <p>Advice and Casework Guidelines are reviewed annually in consultation with relevant Managers and legal staff.</p> <p>Relevant policies reviewed as required.</p>
<p><b>4.</b></p>	<p><b>Partnership Development</b></p> <ul style="list-style-type: none"> <li>• Develop, contribute to and maintain a positive organisational profile within the region, state and potentially beyond through active membership of relevant partnerships, collaborations and community activities.</li> <li>• Represent ECLC in a variety of forums that will enhance service provision and heighten the profile of ECLC.</li> <li>• Develop and implement specific service initiatives, projects and process improvements including developing project plans, submissions/tenders for funding and advocacy.</li> <li>• Identify and provide strategic advice on emerging issues and opportunities across the catchment that support Centre plans and objectives.</li> <li>• Ensure the best interests and objectives of ECLC are addressed in the implementation and review of MoUs, interagency and other agreements.</li> <li>• Maintain communication with relevant funding bodies and ensure this occurs at appropriate levels across the Centre.</li> </ul>	<p>Evaluate participation on working groups and committees to ensure an appropriate allocation of resources.</p> <p>Resource and provide legal practice and management-related expertise to relevant staff.</p> <p>Participate in external forums as ECLC’s representative as required.</p> <p>Provide reports (verbal and written) to both internal and external stakeholders as required.</p> <p>Develop funding submissions in support of project expansion or future projects within the Directorate.</p>



<b>6.</b>	<b>Project Management</b> <ul style="list-style-type: none"><li>• In collaboration with relevant staff, develop and oversee implementation of project plans to guide projects to meet objectives and facilitate evaluation.</li><li>• Communicate effectively with project partners, agencies and other relevant networks within the region.</li><li>• Ensure compliance with relevant funding and other agreements, including timely reporting and accountability responsibilities.</li><li>• Identify and provide strategic advice on specific projects in support of Centre objectives and manage these as required.</li></ul>	Provide leadership, support and guidance in the development of project plans. Provide reports as required to comply with funding requirements. Provide reports on current and future projects to stakeholders as required.
<b>7.</b>	<b>Community Development &amp; Partnerships</b> <ul style="list-style-type: none"><li>• Encourage and foster the interaction and integration of legal assistance with the Centre’s community development work.</li><li>• Participate in community development, partnership, education and law reform projects.</li><li>• Support the Centre to strengthen networks, engaging the support and involvement from a range of individuals and organisations e.g. court staff, legal practitioners, community agencies, volunteers.</li> <li>• Oversee that community legal education materials are legally accurate (pursuant to the Risk Management Guidelines), effective and highly accessible.</li><li>• Represent the Centre in a variety of forums.</li></ul>	Resource and provide legal and related expertise to community development staff and projects Deliver community legal education sessions as required. Deliver professional development sessions (internal and external) as required.  Provide secondary consultations to community sector professionals. Participate in external forums as ECLC’s representative as required.



## KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

### **Mandatory Qualifications**

- Eligible to hold an unrestricted Principal legal practising certificate in Victoria.
- At least five years legal practice experience, including well developed technical ability to provide legal assistance in a broad range of matters, including in family law and family violence.

### **Essential Knowledge & Skills**

- Proven leadership and management ability, and the capacity to identify and initiate change and to respond to changing circumstances and priorities.
- Demonstrated ability to lead and model processes and engage in supportive and constructive mentoring and supervision of lawyers and other staff, particularly in multidisciplinary approaches.
- A demonstrated capacity to think and respond strategically within and outside of the legal context and exercise a high level of judgement.
- Excellent interpersonal and communication skills, and ability to produce high quality written and verbal reports.
- Demonstrated ability in project development and management with complex services in multi-disciplinary environments, recognising the relationship between the legal practice and community development, including the ability to engage with stakeholders and key personnel.
- Highly developed organisational skills and the ability to work under pressure and manage competing demands.
- Highly developed knowledge and understanding of legal and related issues within the community and legal assistance service frameworks, relevant government policy and initiatives for communities experiencing vulnerability and disadvantage.

### **Desirable Knowledge and Skills**

- Community language or experience working with people from Culturally and Linguistically Diverse (CALD) /Aboriginal and Torres Strait Islander backgrounds.
- Experience working within the community sector.

### **Personal Attributes**

- Ability to contribute to a positive working environment.
- Team orientation.
- Ability to work under pressure.
- Discretion and professionalism.



## MANDATORY REQUIREMENTS OF ALL EMPLOYEES

### **Commitment to ECLC Vision, Mission, Aim and Values**

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

### **Engagement**

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings

### **Integrity**

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures

### **Inclusiveness**

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct

### **Consumer/Client-Centred**

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services

### **Self-Referral**

- It is Centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms

### **Pre-employment Verification**

- Employment may be subject to professional reference checks, a National Police Check and a Working with Children's check (if applicable)



#### APPLICATION PROCESS

**To be considered for this position, please submit a resume and document addressing the key selection criteria at your earliest convenience.**

Applications must clearly address the key selection criteria contained in the position description. Applications that do not address the key selection criteria will not be considered.

Submissions should be marked as *confidential* and forwarded to:

Michael Smith

Chief Executive Officer

Eastern Community Legal Centre Inc.

[employment@eclc.org.au](mailto:employment@eclc.org.au)

The recruitment process is expected to comprise several stages for short-listed applicants:

- A face-to-face interview with the selection panel;
- A secondary interview; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: [www.eclc.org.au/employment](http://www.eclc.org.au/employment)

Please contact Michael Smith, Chief Executive Officer via [employment@eclc.org.au](mailto:employment@eclc.org.au) or (03) 9285 4822.