**POSITION TITLE:** Deputy Managing Lawyer, Child Protection  
**REPORTS TO:** Program Manager, Child Protection  
**PROGRAM AREA:** Family, Youth and Children's Law  
**LOCATION:** Melbourne  
**CLASSIFICATION:** VLA4  
**POSITION TYPE:** Ongoing

### POSITION SUMMARY
To provide day to day operational management of lawyers in collaboration with the Program Manager.  
To act as a senior lawyer and advocate by providing high quality legal services including duty lawyer services, complex casework and advice services primarily in child protection and intervention order matters in the Children's Court of Victoria.

### RESPONSIBILITIES
1. In consultation with the Program Manager, manage and supervise the day to day operation of a team of legal staff, including staff rostering and performance review and development discussions.  
2. Act as an advocate by providing expert legal advice, conducting complex casework and appearing as a lawyer in child protection, intervention order and related matters.  
3. Appear as a duty lawyer in the Children’s Court of Victoria and other courts as required.  
4. Supervise and mentor staff working in the team and assist the Program Manager in developing, training and mentoring junior lawyers across the organisation.  
5. Assist with the implementation and review of the Family, Youth and Children’s Law Program Plan and assist in the development and implementation of strategies and policies to improve client service including community legal education projects, law reform and other VLA projects.

### KEY SELECTION CRITERIA
1. People management and leadership capabilities including the ability to develop, manage and motivate a team.  
2. Substantial knowledge or practical experience in the law and relevant court procedures with a capacity to acquire an understanding of the child protection jurisdiction.  
3. Demonstrated capacity to work as a senior lawyer and advocate in complex matters.  
4. Good interpersonal skills and the capacity to communicate effectively with a diverse range of people including external stakeholders, staff, and clients who are socially and economically disadvantaged.  
5. Ability to identify, initiate and assist in implementing service delivery improvements and provide strategic advice on legal and policy issues.  
6. A commitment to working collaboratively with others and fostering a cooperative and supportive team environment.
KEY SELECTION CRITERIA

7. Demonstrated knowledge of and commitment to social justice principles, understanding of the legal assistance sector and a commitment to VLA’s vision and values.

QUALIFICATIONS/ EXPERIENCE

- A current Australian practising certificate which entitles you to practise in Victoria as an employee of a law practice (mandatory).
- Entitled to practise in federal courts and courts exercising federal jurisdiction (entry on the High Court’s Register of Practitioners) (desirable).

OTHER RELEVANT INFORMATION

- To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
- You will be required to undergo or hold a current Working with Children Check.
- From time to time you will be required to travel between various office locations to deliver quality services to our clients or for professional development.
- This position may require you to independently travel to outreach services, courts and tribunals in metropolitan and regional Victoria.

ORGANISATIONAL CONTEXT

VLA provides legal aid services to members of the community both in-house and through contracted private lawyers, as well as by funding community legal centres. Our services include duty lawyers at courts, legal representation on individual cases, legal information, legal advice and community legal education.

Our in-house practice is divided into four programs: Criminal Law, Family, Youth and Children’s Law, Civil Justice and Access and Equity. It is one of the largest legal practices in Victoria employing over 270 lawyers across the State. As well as its legal work, VLA conducts research into and makes submissions concerning legal aid and law reform issues.

VLA’s Family, Youth and Children’s Law (FYCL) Program assists people to resolve their family disputes to achieve safe, workable and child-focused parenting and care arrangements. We also assist parents to build their capacity to resolve future disputes without legal assistance. The Program is responsible for the delivery of services across five subprograms:

- Child Protection
- Family Violence
- Family Law Services (including to parents in parenting and property disputes and as Independent Children’s Lawyers)
- Child Support
- Family Dispute Resolution Service (VLA’s lawyer-assisted family dispute resolution service).

The Executive Director FYCL is supported by an Executive Assistant and a management team. The management team includes Associate Directors, Program Managers and relevant Administrative Services Managers. You will report to the Program Manager Child Protection and will provide day to day management for the lawyers in the Melbourne-based Child Protection Program.
ORGANISATIONAL CONTEXT

Protection team, which forms part of the Child Protection Program.

Child Protection Program and team

VLA’s Child Protection Program assists children, young people and parents across the state responding to child protection applications by the state by helping to ensure that any legal intervention is limited to that which is necessary to promote the child’s or young person’s health, safety and wellbeing. We provide legal information, advice and representation, as well as community legal education designed to help protect and promote the rights of children, young people and parents before, during and after child protection proceedings.

The Child Protection team in Melbourne provides high quality legal assistance to clients in child protection and intervention order matters particularly in the dedicated Children’s Courts at Melbourne and Moorabbin and at suburban Children’s Courts. The team also provides high quality legal assistance in youth crime matters, working collaboratively with the Youth Crime team in Melbourne in VLA’s Criminal Law Program. The VLA Youth Crime program ensures that children charged with crimes are treated fairly and that outcomes have a therapeutic focus by providing expert legal advice and representation in a way that reflects the unique status and vulnerability of children. The child protection team currently consists of the Program Manager, Deputy Managing lawyer, three senior lawyers, five junior lawyers and 2 paralegals.

OUR VISION & VALUES

Our vision
A fair and just society where rights and responsibilities are upheld.

Our purpose
To make a difference in the lives of our clients and for the community by:

- resolving and preventing legal problems.
- encouraging a fair and transparent justice system.

Our values

**Fair**
We stand up for what is fair.
We aim to be fair when making choices about who and how we help people.

**Care**
We care about our clients and the community in which we live.
We look out for and take care of each other.

**Courage**
We act with courage backed by evidence about what is best for clients and the community.
We act with courage to be the best we can be.
VLA is an Equal Opportunity Employer and is committed to promoting a diverse and inclusive workforce. We encourage Indigenous Australians and people from culturally diverse backgrounds to apply for positions within our organisation. We will make reasonable adjustment where possible for people with disabilities.

Position Description authorised by Resourcing & Remuneration Manager.

Signed: Date: April 2017