**POSITION TITLE:** Strategic Advocacy and Policy Manager, Civil Justice  
**REPORTS TO:** Executive Director(s), Civil Justice, Access and Equity  
**PROGRAM AREA:** Civil Justice  
**LOCATION:** Melbourne  
**CLASSIFICATION:** VLA5  
**POSITION TYPE:** Ongoing

**POSITION SUMMARY**

Lead and manage strategic advocacy and campaigns involving high-level stakeholder engagement in Victoria Legal Aid (VLA)’s state-wide Civil Justice program.

**RESPONSIBILITIES**

1. Lead and advise the Executive Director and program managers on the development and implementation of strategic advocacy initiatives and campaigns that focus on systemic change through law reform, collaboration, strategic litigation and other policy and advocacy strategies.

2. Enhance and support the capacity for programs within Civil Justice to identify law reform opportunities and to develop and implement innovative and effective strategies for beneficial change.

3. Oversee and manage the development and delivery of strategic projects and cyclical planning and reporting obligations.

4. Plan for, oversee and manage the development and maintenance of strong, productive, respectful and influential relationships with a diverse range of internal and external stakeholders.

5. Support the development of data-driven program planning, and evidence-based advocacy that leads reform through client experience and partnership with diverse organisations.

6. Lead and manage a small team, including the Senior Policy and Projects Officer, and provide mentoring and coaching to practice staff more generally in the areas above.

7. Act as the Executive Director’s representative in nominated external and internal forums and ensure strong, direct relationships between VLA corporate support areas and practice staff.

**KEY SELECTION CRITERIA**

1. Experience leading high impact strategic advocacy campaigns including building coalitions for change, influencing decision makers and sharing client stories.

2. Extensive knowledge and experience in legal practice areas relevant to the Civil Justice Program, including relevant legal and policy frameworks and relevant strategic litigation experience.

3. Excellent interpersonal and communication skills including demonstrated ability to use those skills to influence and negotiate, to engage and build collaborative relationships with internal and external stakeholders and to communicate effectively and respectfully with people from diverse backgrounds.

4. High level policy development and project implementation skills, including analysis, research and writing skills, and an ability to think laterally and innovatively in providing advice, strategies and solutions.
KEY SELECTION CRITERIA

5. Demonstrated people management and leadership experience, together with ability to increase capacity for staff to undertake strategic advocacy, and to develop, manage and motivate a team.

6. Demonstrated knowledge of and commitment to social justice principles, the general business of VLA and our vision and values.

QUALIFICATIONS/ EXPERIENCE

- Tertiary qualification in law, public policy or a related field (mandatory)

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 may be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for this position and each application will be considered on its merits.

- You may 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 currently has one direct report.

ORGANISATIONAL CONTEXT

Victoria Legal Aid is an independent statutory authority set up to provide legal assistance to the Victorian community. It funds legal representation for people who meet eligibility criteria based on their financial situation, the nature and seriousness of their problem and their individual circumstances. Services are delivered through the Melbourne head office and 14 branch offices across the state.

The Civil Justice Program

The Civil Justice Program aims:

- To contribute to a fairer, more inclusive and rights respecting community by providing quality civil and administrative legal assistance to people with limited resources;

- To contribute to a more efficient and equitable justice system by seeking to change the law and legal processes where they impact disproportionately on disadvantaged people through strategic advocacy;

- To assist people to deal with their legal issues by ensuring that VLA services are accessible, effective, efficient and appropriate to need.

The Civil Justice Program consists of four sub-programs including Mental Health and Disability Advocacy (comprising Mental Health and Disability Law and Independent Mental Health Advocacy), Migration, Equality Law and the Economic and Social Rights Program, with an operating expenditure of over $15 million.
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 people from culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people, to apply for positions within our organisation. We will make reasonable adjustment where possible for people with disabilities.

Position Description authorised by Acting Resourcing Manager.

Signed: 
Date: 15 March 2018