

**POSITION
DESCRIPTION**

Position:	Principal Lawyer (Domestic Violence and Family Law)
Reports To:	Executive Manager Client Services
Direct Reports:	4 (Legal Practice Supervision)
Status:	Ongoing/ Full Time
Location:	East Melbourne/ Dandenong
Pay rates:	SCHADS Level 7 + 10% Superannuation + Salary packaging

ORGANISATION BACKGROUND

InTouch, Multicultural Centre against Family Violence, is a statewide service, which provides services, programs and responses to issues of family violence in migrant and refugee communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to victims of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community.

Vision

inTouch's vision is for culturally diverse families to live free from violence.

Purpose

inTouch's purpose is simple and clear – we are committed to changing lives, changing communities for the better.

LEGAL CENTRE

The inTouch Legal Centre was established in 2012 as a community legal centre operating within the inTouch Multicultural Centre against Family Violence. The Legal Centre was designed to fulfil an unmet need of its clients - the need for a specialised, in-house legal service which provides culturally-appropriate legal support within the same organisation in which they have already built a relationship of trust.

Although some inTouch clients are capable and confident enough to access external legal services via a referral process, others do not have the skills or means to do so. Further, in terms of some legal matters, inTouch clients are unable to receive advice or legal services. Thus, a significant proportion of our clients 'fall through the gaps' when trying to access the legal system and, consequently, justice.

The inTouch Community Legal Centre is an integrated service, an integral part of the inTouch Multicultural Centre Against Family Violence. The legal team works with staff across the organisation, including working collaboratively with our Direct Services team

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to provide a wholistic response to address the multiple social and legal needs of migrant and refugee women experiencing family violence.

The specialist expertise of inTouch, including the Legal Centre is the intersection of culture, family violence, family law and immigration.

KEY RELATIONSHIPS

Internal	Principal Lawyer Legal Centre Team Executive Manager Client Services Direct Services Team Leaders The incumbent is expected to maintain respectful & effective working relationships with all inTouch Staff
External	Clients Service providers and Government agencies Community Legal Centers Courts and Court Network

POSITION SUMMARY

This role will see you leading a small legal team as part of an integrated model of service. Lawyers, a Migration Agent and Case Managers will work collaboratively to provide a holistic service to refugee and migrant women on their journey to safety.

Your work will include legal practice management, legal advice and case work, and limited court representation. The incumbent will be committed to social justice, an awareness and respect for cultural diversity and will have a genuine interest in seeking just outcomes for clients and their children.

POSITION ACCOUNTABILITIES

1. LEGAL PRACTICE MANAGEMENT

- Operate the Centre’s legal practice in a way that fulfils the Centre’s strategic plan;
- Regularly evaluate legal process, procedures, and file management and information systems, implementing improvements as required;
- Provide professional supervision and support to the Legal Centre team, students and volunteers to ensure compliance with the NACLC Risk Management and Practice Management Guide and all relevant accreditation requirements;
- Supervise, support and mentor legal, immigration and other relevant staff (including volunteers and administrative staff) in their practice, ensuring that information, advice and casework services provided are appropriate, efficient and effective; and
- Develop and implement specific service initiatives, projects and process improvements in consultation with the Executive Manager Client Services and other relevant staff.

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2. LEGAL ADVICE AND CASEWORK

- Ensure that legal services operate within the Centre’s guidelines and in accordance with professional legal practice, including government and professional indemnity insurance requirements;
- Encourage and foster the interaction and integration of legal assistance with inTouch’s organisational service delivery, including case management and training and education;
- Provide high quality legal advice and casework to clients at the inTouch office, outposts or other mutually convenient locations;
- Ensure that legal services operate within the Centre’s guidelines and integrated practice and in accordance with professional legal practice, including government and professional indemnity insurance requirements; and
- Regularly evaluate legal process, procedures, and file management and information systems, implementing improvements as required in accordance with NACLC risk management guidelines and inTouch integrated practice model.

3. COMMUNITY ENGAGEMENT, LEGAL EDUCATION AND LIASION

- Promote and advocate the legal services to community, stakeholders and partners;
- In consultation with other staff, develop and deliver community legal education as requested;
- Liaise with community organisations, police, court staff, Legal Aid, private lawyers and other stakeholders as appropriate;
- Represent inTouch on relevant networks, maintaining and developing the profile of the organization and engaging the support and involvement from a range of key stakeholders; and
- Provide secondary consultation regarding legal issues to community sector professionals who seek advice.

4. ACCOUNTABILITY

- Participate in regular supervision with the Executive Manager Client Services;
- Participate in a biannual performance review;
- Participate in centre planning and evaluation;
- Undertake professional development in consultation with the Executive Manager Client Services;
- Ensure compliance with policies and procedures of the Centre;
- Attend regular staff meetings as required;
- Participate in the inTouch leadership group, including attending meetings; and
- Maintain a teamwork and integrated practice model approach at all times.

5. ADMINISTRATION

- Word processing of all documentation and legal correspondence;
- Ensure relevant and appropriate records and databases are maintained; and
- Provide reports as requested by inTouch Executive Management team or external stakeholders, including funding bodies.

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KEY SELECTION CRITERIA

Essential Qualifications and Experience

- Unrestricted Legal Practising Certificate in the State of Victoria pursuant to the Legal Profession Act 2004;
- Eligibility to practice with a Principal Practising Certificate
- Experience in working in a Community Legal Centre environment with knowledge of the NACLC risk management guidelines and cross check procedures; Experience in working with clients from diverse backgrounds in a culturally competent manner
- Minimum 5 years of legal practice experience in the area of family violence and family law;
- Demonstrated high level written and verbal communication and leadership skills, including creativity in problem solving, conflict resolution and the ability to work well within a team environment
- Commitment to working collaboratively with all inTouch staff and key external stakeholders
- Demonstrated ability to undertake projects recognizing the relationship between the legal practice work and other organisational and community activities, including the ability to engage with stakeholders and key personnel
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Desirable

- Ability to speak a language other than English

Personal Attributes

- Ability to take initiative and accept responsibility.
- Genuine interest and commitment to social justice and multicultural values.
- Exhibits cultural competency
- Energy and enthusiasm
- Capacity to engage in supportive and constructive mentoring and supervision of (staff and volunteer) lawyers, immigration agent(s) and other relevant personnel
- Sound decision making skills and the ability to provide timely, accurate and strategic legal advice
- Highly developed organisational skills and the ability to work under pressure and manage competing demands

CONDITIONS OF EMPLOYMENT

- The position is full time, ongoing. Standard working hours of 76 hours per fortnight.
- Superannuation Scheme is available through HESTA and the provisions of the Superannuation Guarantee (Administration) Act 1992 will apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including a criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- inTouch employees need to disclose any pre-existing illness or injury which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82(7) of the Accident Compensation Act, failure to disclose such a

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condition will mean that if employed, they will not be paid compensation for that condition

- The successful candidate is required to comply with the inTouch policy for all staff have full COVID vaccinations, including boosters, unless they have a medical exemption.
- Some travel within Victoria may be required from time to time
- inTouch has a smoke-free workplace policy
- A Victorian Driver's License and competency in driving is essential.

PRIVACY NOTIFICATION

The inTouch Legal Centre requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCEDURE

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

Applicants should express their interest through a short covering letter attaching their resume and a brief 2 page document addressing the essential key selection criteria.

Email your application to recruitment @intouchorg.au

Applications will be reviewed on an ongoing basis, as they are received.

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