

POSITION DESCRIPTION

Position:	Senior Lawyer
Reports To:	Principal Lawyer
Direct Reports:	None
Status:	Permanent, Full-time / Part-time
Location:	East Melbourne
Pay rates:	SCHADS Level 6 + Superannuation + Salary packaging

ORGANISATION BACKGROUND

inTouch provides integrated and culturally responsive services to women from migrant and refugee communities experiencing family violence. inTouch works across the family violence continuum, providing culturally informed early intervention, case management, family and migration law assistance, men’s behaviour change programs, evidence-based policy and advocacy work and enhanced capacity-building across the sector and wider community.

inTouch supports victim-survivors on their long-term recovery journey through economic independence, social connections and resilience, and wellbeing and therapeutic interventions.

These services are informed by an integrated *r inLanguage, inCulture* delivery model and supported by our diverse workforce, which is comprised primarily of people who are migrants and refugees themselves. Our team’s unique understanding of culture and the migration journey allows inTouch to deliver expert, specialist case management to our clients in over 20 languages.

Over the past 40 years, inTouch has helped over 30,000 women and we continue to work with our partners to ensure that women, children and families have every opportunity to thrive and reach their full potential to build happy, healthy and productive lives.

You can view inTouch’s 2022-2025 Strategic Plan [here](#).

POSITION SUMMARY

This role will see you working in an integrated model of service delivery, working with inTouch Case Managers and its Women’s Legal Centre to provide a holistic service to migrant and refugee women on their journey to safety.

To act as a Senior Lawyer by providing high quality legal services including complex casework and advice services in family law and family violence intervention order matters, and to provide supervision, training and mentoring to junior lawyers. The successful candidate will be committed to social justice, be culturally competent with a genuine interest in seeking just outcomes for culturally diverse women and their children experiencing a range of legal issues.

Position Description Senior Lawyer	Effective Date	September 2024	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	September 2025	Page 1 of 6

KEY RELATIONSHIPS

Internal	Effective working relationship required with all inTouch staff including the Direct Services Team.
External	Work collaboratively with local health, legal and social service partners to reach vulnerable clients and support them to resolve their legal problems at the earliest opportunity.

POSITION ACCOUNTABILITIES

Legal Advice & Casework

- Provide expert legal advice and conduct casework predominately in complex family law and family violence intervention order matters in accordance with professional legal practice, including government and professional indemnity insurance requirements.
- Supervise and mentor staff in family law and family violence intervention order matters and contribute to professional legal education by assisting in the development and delivery of relevant programs.
- Contribute to implementation and review of the Women’s Legal Centre’s strategic plan, guidelines and inTouch’s strategic plan.
- Contribute to the inTouch integrated legal practice model by regularly communicating with family violence case management teams to ensure successful implementation of the Women’s Legal Centre’s operational model.
- Keep up to date with relevant legal developments and procedures by attending professional legal education program and maintain an understanding of issues impacting the justice system.

Community Development & Partnerships

- Represent the Women’s Legal Centre by attending seminars, participating in committees and liaising with external stakeholders and organisations that have an impact on the work of inTouch.
- Operate legal outposts such as our Health Justice Partnership and other legal projects we run with partner organisations.
- Provide community legal education presentations and workshops to our stakeholders including migrant community organisations, legal centres and community health organisations so as to raise awareness of family violence within migrant communities.
- Lead community legal education projects, law reform and other Women’s Legal Centre projects as required.
- Other duties as directed by the Principal Lawyer.

EXTENT OF AUTHORITY

All expenditure on behalf of inTouch must be aligned to the Delegations of Authority.

KEY SELECTION CRITERIA

- A current Australian Practising Certificate which entitles you to practise in Victoria as a Legal Practitioner without restriction (mandatory).

Position Description Senior Lawyer	Effective Date	September 2024	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	September 2025	Page 2 of 6

- Demonstrated capacity to work as an advocate and case worker in complex matters within the scope of the Women’s Legal Centre Programs predominantly in family law and family violence.
- Sound knowledge or practical experience within the scope of the Women’s Legal Centre Programs with a focus on family law and family violence.
- Ability to provide strategic advice on legal and policy issues and demonstrate an understanding of the role of external organisations, private practitioners and community in the delivery of legal assistance services.
- High level interpersonal skills and the capacity to communicate effectively with clients who are socially and economically disadvantaged, migrant and refugee communities as well as with staff and external stakeholders and organisations.
- Capacity to positively engage with key partner agencies and/or their workers, to appropriately manage referrals to and from those agencies and to promote the service within community settings.
- Ability to supervise legal work and to mentor and train staff and contribute to the development of individuals and their knowledge and skills within the scope of the Women’s Legal Centre’s Program.
- Ability to work collaboratively with others and foster a cooperative and supportive team environment.
- Advanced interpersonal and communication skills and experience in working with clients from diverse backgrounds in an emphatic and culturally competent manner.
- Demonstrated time management and organisational skills.

Desirable

- Experience in working in a Community Legal Centre environment and are familiar with the NACLCL risk management guidelines and cross check procedures.
- Understanding of the Victoria Legal Aid funding guidelines and legal aid system.
- Understanding of Immigration law and the family violence exemptions.
- Lived experience working with migrant and refugee communities and understanding of cultural norms and communication styles.

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours
- Must be physically capable to carry out administrative duties, including extended periods of computer use
- Participate proactively in organisational initiatives.
- Support other team members in periods of high demand and during periods of absence.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work in order to meet the organisation’s audit, contract and registration obligations;

Position Description Senior Lawyer	Effective Date	September 2024	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	September 2025	Page 3 of 6

- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes related to the communications portfolio;
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Enterprise Agreement and is negotiable depending on experience.
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about 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 condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

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

To apply, send a short covering letter detailing your skills, knowledge and qualification for this position, and a brief document, limited to two pages addressing the key selection criteria.

Position Description Senior Lawyer	Effective Date	September 2024	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	September 2025	Page 4 of 6