



POSITION DESCRIPTION

Position:	Managing Lawyer – Migration Program
Reports To:	Executive Manager, Legal Services and Principal Lawyer
Direct Reports:	Senior Lawyers, Lawyers and Paralegals
Status:	Fixed-term 12 months, Full Time
Location:	Hybrid – based in East Melbourne and Dandenong, as well as working from home arrangements, travel required at various locations including regional Victoria and Interstate.
Grade:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) Level 7.1 + Superannuation + Salary Packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence (inTouch) provides person-centered, integrated and culturally responsive family violence services to people from migrant and refugee communities across Victoria. We have assisted over 30,000 women and children experiencing family violence throughout our 40+ years of operation, providing a holistic service that centers the experiences of victim-survivors in everything we do.

inTouch works across the family violence continuum, providing culturally informed early intervention, case management, perpetrator programs, legal advice, crisis recovery and enhanced capacity-building across the sector and community. We are proud to provide high-level leadership and guidance to all levels of government with our evidence-based, victim-survivor informed advocacy and policy work.

Our services include:

- An accredited community legal centre working at the intersection of Family Law and Migration Law
- Learning and development programs for family violence providers and multicultural organisations to build their knowledge and skills when supporting women from refugee and migrant communities
- Case management that encompasses a first-hand understanding of the migration journey and unique cultural barriers women may face when seeking assistance
- Post-recovery initiatives for victim-survivors, focusing on economic independence, social and family connection and emotional wellbeing
- Prevention projects and resource development for migrant and refugee communities
- Programs focusing on trauma and culturally informed perpetrator intervention.

We are a unique and vital service, with specialist expertise working with people of migrant and refugee backgrounds. This is reflected in our workforce, which is comprised primarily of people who are migrants and refugees themselves – the inTouch team is from over 20 different countries and communities globally.

Position Description Managing Lawyer – Migration Program	Effective Date	April 2026	Version: 3.0
Authorised by: Chief Executive Officer	Review Date	January 2028	Page 1 of 6



You can view inTouch's 2026-2029 Strategic Plan [here](#).

POSITION SUMMARY

This role is a key operational leadership role within a dedicated legal team responsible for the delivery of high-quality, culturally safe and trauma-informed legal services. This role will see you working in an integrated model of service delivery, working with inTouch Case Managers and its Legal Centre to provide a holistic service to migrant and refugee women on their journey to safety. You will provide day-to-day operational management of senior lawyers, lawyers and paralegals in collaboration with the Executive Manager. You will manage risk management, evaluation and monitoring and project delivery that align with Legal Centre Strategic Plan.

You will act as a senior lawyer by providing high-quality legal services including complex casework and advice services in migration and family violence matters, and to provide supervision, training and mentoring to junior lawyers. The successful candidate will be committed to social justice, be culturally safe and responsive with a genuine interest in seeking just outcomes for culturally diverse women and their children experiencing a range of legal issues.

KEY RELATIONSHIPS

Internal	Effective working relationships required with all inTouch staff including the Direct Services Team, Inspire and Motivation for Change.
External	Work collaboratively with government and non-government agencies, legal sector and social service partners to reach vulnerable clients and support them to resolve their legal problems at the earliest opportunity.

POSITION ACCOUNTABILITIES

- In consultation with the Executive Manager, manage and supervise the day-to-day operation of the migration team and paralegal team including staff rostering and performance review and development discussions.
- Act as an advocate by providing expert legal advice, conducting complex casework and appearing as a lawyer in migration jurisdiction, intervention orders and related matters.
- Supervise and mentor staff working in the team and assist the Executive Manager in developing, training and mentoring lawyers in the Legal Centre.
- Manage paralegal team, which supports the Legal Centre, to improve client service including service design, service delivery of other Legal Centre projects and partnerships.
- Assist with the implementation and review of the Legal Centre's Strategic Plan.

Position Description Managing Lawyer – Migration Program	Effective Date	April 2026	Version: 3.0
Authorised by: Chief Executive Officer	Review Date	January 2028	Page 2 of 6



- Contribute to the inTouch integrated legal practice model by regularly communicating with family violence case management teams to ensure successful implementation of the Legal Centre's operational model. Your role will be to enable teamwork and collaboration across the organisation as well providing feedback and fostering continuous improvement. This will ensure that you practice in a culture of reflexivity, critical thinking and practice excellence.
- 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 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 Legal Centre projects as required.
- Other duties as directed by the Executive Manager.

PEOPLE MANAGEMENT

- Ensure a safe work environment and compliance with inTouch policies and legislation;
- Effectively lead the professional staff in all aspects of people management including providing guidance, support and development;
- Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable;
- Ensure timely completion of PDRs including development plans for direct reports and provide ongoing feedback on their work performance;
- Provide induction to new staff members;
- Provide leadership and guidance in ensuring a service culture is applied within professional services;
- Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing daily feedback and performance management;
- Monitor, prioritise and coordinate workflow of direct reports.

DELEGATION OF AUTHORITY

The incumbent must operate at all times within inTouch's Delegation of Authority and ensure that all decisions and actions align with the responsibilities outlined in the current schedule.

KEY SELECTION CRITERIA

Position Description Managing Lawyer – Migration Program	Effective Date	April 2026	Version: 3.0
Authorised by: Chief Executive Officer	Review Date	January 2028	Page 3 of 6

**Essential:**

- People management and leadership capabilities including the ability to develop, manage and motivate a team.
- A current Australian Practising Certificate which entitles you to practise in Victoria as a Legal Practitioner without restriction (mandatory). Certification to practice as a Principal Lawyer is preferable.
- Substantial knowledge and practical experience in complex matters within the scope of Legal Centre's Program predominantly in migration and family violence.
- Demonstrated capacity to work as a senior lawyer and advocate in complex matters.
- Good interpersonal skills and capacity to communicate effectively with a diverse range of people including external stakeholders, staff and clients who are socially and economically disadvantaged.
- Ability to identify, initiate and assist in implementing service delivery improvements and provide strategic advice on legal and policy issues.
- A commitment to working collaboratively with others and fostering a cooperative and supportive team environment.
- 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 Legal Centre's Program.

Desirable

- Experience in working in a Community Legal Centre environment and are familiar with the NACLC 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.

Personal Attributes:

- Genuine commitment to social justice and to assisting migrant and refugee women and children.
- High ethical standards and values, ability to act with integrity and confidentiality.
- Ability to sensitively manage stakeholder relationships.
- A level of maturity and professional accomplishment and track record appropriate to the representational aspects of the role.

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conduct work outside normal business hours.
- Must hold a current Victorian car license

Position Description Managing Lawyer – Migration Program	Effective Date	April 2026	Version: 3.0
Authorised by: Chief Executive Officer	Review Date	January 2028	Page 4 of 6



- Must be physically capable to carry out administrative duties, including extended periods of computer use

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 day-to-day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- 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 Employee Union Collective 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 initially be engaged for a probationary period of six months.
- 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.

Position Description Managing Lawyer – Migration Program	Effective Date	April 2026	Version: 3.0
Authorised by: Chief Executive Officer	Review Date	January 2028	Page 5 of 6



INCLUSION

inTouch is an equal opportunity employer and is committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people from migrant and refugee background, people of colour, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability.

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.

Position Description Managing Lawyer – Migration Program	Effective Date	April 2026	Version: 3.0
Authorised by: Chief Executive Officer	Review Date	January 2028	Page 6 of 6