



WOMEN'S LEGAL CENTRE (ACT & REGION) INC.

POSITION DESCRIPTION

POSITION TITLE:	Health Justice Managing Solicitor
REPORTING TO:	Deputy Principal Solicitor
CLASSIFICATION:	Legal 6
EMPLOYMENT TYPE:	12 months (Fixed term) Full-time/Part-time

1. THE ORGANISATION

The Women's Legal Centre is a specialist community legal centre. We provide legal assistance to women who would otherwise go without. Our main areas of practice are family law, domestic violence, early intervention Care and Protection work, victims of crime, employment and discrimination.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates a Social Worker to provide wrap-around support to the most vulnerable and at-risk clients.

The multi-disciplinary practice is complemented by the Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program. This Program provides case management support and legal advice to Aboriginal and Torres Strait Islander women.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to understand and address discrimination and violence against women.

2. POSITION SUMMARY

The Women's Legal Centre operates two Health Justice Partnerships (HJPs), at Gungahlin Child and Family Centre (GCFC), and Calvary Hospital Maternity Ward. Through this Program, the Centre and our partners work together to provide safe and confidential legal services to women affected by domestic and family violence to support better health and justice outcomes.

The Health Justice Program is staffed by a Managing Solicitor and a Solicitor. Both Solicitors work across Calvary Hospital, the Gungahlin Child and Family Centre and the Women's Legal Centre.

The Health Justice Managing Solicitor is part of the Centre's Family Law Practice and provides legal information, advice and representation to women on issues related to care and protection, separation, care arrangements for children, as well as referral to other specialist services if required.

The Health Justice Managing Solicitor is responsible for managing our Health Justice Program, including informing the direction of the Program and maintaining strong partnership relationships and governance arrangements with Calvary Hospital and Gungahlin Child and Family Centre. The position is also responsible for staffing and coordinating service delivery across the two partnership locations, and supervising the Health Justice Solicitor.

The Managing Health Justice Solicitor works closely with staff at Gungahlin Child and Family Centre and Calvary Hospital to support partnerships that are deeply embedded within their service and accessible and available to vulnerable clients.

3. KEY RESPONSIBILITIES

1. Legal advice and representation and integrated support

- 1.1. Provide high quality legal advice and representation to clients, including representation in ACT and Commonwealth courts and tribunals.
- 1.2. Maintain accurate client records and data, including client files and CLASS records.
- 1.3. Ensure all legal assistance is provided in line with the Centre Legal Practice Manual and Risk Management Guide.
- 1.4. Work with Calvary and GCFC staff to deliver responsive and integrated services to their clients.
- 1.5. Supervise the Health Justice Solicitor's work, ensuring information, advice and casework services provided are appropriate, efficient, effective and trauma-informed.

2. Program development and supervision

- 2.1. Working with senior leaders in the Centre, inform the direction and development of the Centre's HJP Program.
- 2.2. Maintain strong, collaborative relationships with Calvary and GCFC, including supporting effective internal governance of the partnerships.
- 2.3. Manage, supervise and train the Health Justice Solicitor, including ensuring performance standards are met, engaging in regular supervision meetings, facilitating and supporting professional development, and supporting the solicitor's health and wellbeing while at work.
- 2.4. Maintain a strong working knowledge of emerging research and practice in the area of HJPs.
- 2.5. Capture and communicate the work of the Health Justice Program through accurate data reporting and participation in evaluation.
- 2.6. Represent the Women's Legal Centre and the Partnerships in relevant networks and forums in the legal, community or health sector.

3. Program delivery

- 3.1. Coordinate the delivery of partnership services across multiple health sites in the ACT, including supervision of the Health Justice Solicitor.
- 3.2. Monitor the development, delivery and administration of the partnerships and make adjustment to processes and direction to support the aims of the partnership between the Centre, Calvary and GCFC.
- 3.3. Develop and deliver training modules, materials and tools to support the partnership and the visibility of the partnership services within Calvary and GCFC.
- 3.4. Develop relationships across legal, community and health services to support responsive service delivery to clients and appropriate and effective referrals.

4. Administration and accountability

- 4.1. Participate in regular supervision with the Deputy Principal Solicitor/Head of Practice (Family Law) and yearly performance reviews.
- 4.2. Participate in reflective practice and/or, clinical supervision.
- 4.3. Undertake professional development in consultation with the Deputy Principal Solicitor.
- 4.4. Ensure compliance with policies and procedures of the Centre.



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- 4.5. Participate in the Centre's planning with staff and Board.
- 4.6. Attend regular staff meetings as required.
- 4.7. Other relevant duties as directed by the Principal Solicitor and the CEO.



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Selection Criteria

Applicants must be admitted to practice/eligible to apply for a Restricted Practising Certificate in the Australian Capital Territory with a minimum of four years' post admission experience. Applicants must also be willing to work flexibly and creatively across multiple locations and in multiple professional teams and be eligible for a Working with Vulnerable People Check (ACT).

Essential:

1. Ability to develop and maintain strong, collaborative working relationships with people from different professional backgrounds and commitment to delivering services as part of multidisciplinary teams.
2. Demonstrated advice and casework experience in the areas of care and protection, family law and family violence, including experience appearing in the Federal Circuit Court/Family Court, Children's Court and ACT Magistrates Court.
3. Ability to supervise solicitors to deliver legal services and support their professional development.
4. Capacity to adopt a trauma-informed approach to service delivery, including the ability to simplify legal jargon and processes for people affected by trauma and dedication to self-care, wellbeing and building personal resilience.
5. Ability to develop and deliver training and drive collaboration designed to build capacity in mainstream health and community personnel to identify potential legal issues and collaborate with solicitors to support clients with complex needs.
6. Commitment to responding to violence against women, improving women's access to justice and empowering women.

Desirable

1. Experience working with Aboriginal and Torres Strait Islander people, women from diverse backgrounds and vulnerable and at-risk women.
2. Experience advocating or supporting law reform.