



SOUTH-EAST MONASH LEGAL SERVICE INC.

ADVOCACY COMMUNITY EMPATHY

POSITION DESCRIPTION: Manager of Civil and Climate Justice

Title:	Manager of Civil and Climate Justice
Status:	Full-time
Reports to:	Chief Executive Director
Classification:	Social Community Home Care and Disability Services Industry Award
Salary:	SCHCADS <u>Above</u> Award rate (based on skills and experience) plus superannuation and generous salary packaging

About SMLS

Established in 1973, South-East Monash Legal Service (SMLS) is a community legal centre that provides free legal assistance to people in Southeast Melbourne. SMLS provides legal information, advice and case work including representation for people experiencing disadvantage on a range of legal matters, such as family law and family violence, employment law, debt and fines, civil litigation, wills, power of attorney, and tenancy.

SMLS aims to empower and support members of the community to understand and make use of the law and the legal system to protect their rights and to increase their awareness of their legal responsibilities. SMLS is a strong advocate of and committed to the use of integrated service models to address multifaceted challenges facing our community members.

SMLS is committed to advocacy and social change. SMLS is a leader in the provision of community and clinical legal education; advocacy through policy submissions and lobbying; outreach services; and targeted referral programs.

Our Vision

A fair and inclusive community where people can access the resources, networks and support they need to resolve legal issues and overcome barriers to social, cultural and economic inclusion and participation

Our Purpose

To help resolve people's legal and interconnected issues and ensure that laws and legal processes are fair.

Our Values

Our core values are Respect, Community, Excellence and Courage.

Position Purpose

The Manager of Civil and Climate Justice (MCCJ) overseeing allocated practice areas in accordance with all requirements of professional practice obligations. The MCCJ provides effective management across legal functions in support of our staff, and our client services.

MCCJ is responsible for leading a dedicated team to deliver legal services of excellence, highly skilled program planning & learning objectives for junior staff. They should display strategic foresight in SMLS' response to legal trends and demand. The MCCJ will ensure efficiency, high quality service delivery, future growth and organisational sustainability. The MCCJ is future focused, exploring innovative solutions to complex issues, particularly in the climate justice space.

The MCCJ reports to the Chief Executive Officer and will engage with SMLS staff and external stakeholders to understand operational requirements and pursue opportunities to enhance service delivery through legal program excellence. MCCJ will play a leadership role across SMLS through their participation in the management Team.

The MCCJ will oversee four programs: Working Women's Centre, South-Eastern Climate Justice, Advocacy Against Sexual Harassment (AASH) and International Students Employment and Accommodation Legal Service (ISEALS).

Overview of Programs

Working Women's Centre

This is a newly launched program in partnership with Northern CLC, Women's Legal Service Victoria, and West Justice. The Working Women's Centre Victoria is a non-government consortium offering free, confidential advice, information, support, and representation to women who work in Victoria about their workplace rights.

South Eastern Climate Justice

This program helps vulnerable communities in south-east Melbourne proactively address the emerging legal impacts of climate change, with a focus on identifying, preventing and mitigating the causes.

Advocacy Against Sexual Harassment (AASH)

The program seeks to increase access to justice by offering free legal assistance in the south-east to low-income workers experiencing vulnerability or disadvantage. The program aims to empower and support workers to navigate the complex, multijurisdictional and sensitive nature of sexual harassment and discrimination claims, including assistance with advocacy and litigation.

International Students Employment and Accommodation Legal Service (ISEALS)

ISEALS delivers free and confidential advice, casework and representation to international students in Victoria who have workplace or tenancy-related legal problems.

Strategic Objectives

This role aligns with all of our Strategic Objectives.

Employees, students and volunteers at SMLS should be able to demonstrate a working knowledge of these objectives and be able to implement them through their duties. For more information about our strategic objectives, read SMLS' Strategic Plan 2021-2025 [here](#).

Position Responsibilities

Organisational Duties

- Provide legal services including advice, case work, alternative dispute resolution and court appearances in SMLS priority civil practice areas
- Provide strong management and workflow coordination to build a highly skilled, service focused, proactive, effective and reliable legal team
- Develop and implement processes, policies and tools to ensure legal services of excellence
- Management and coordination of systems and activities of the team (e.g. outreach, professional development planning, monitoring probation/records/planning, etc.)
- Drive the contribution to policy and law reform by the civil and employment team and contribute to advocacy initiatives on climate and climate justice issues
- Oversee specific programs resourced to provide support in civil practice areas, including reporting requirements
- Contribute to organisational leadership through participation in the SMLS Leadership Team
- Drive strategic litigation and projects to address systemic legal disadvantage experienced by priority clients in our region
- Draft reports, legislative directories, guides, case law summaries and legal analysis for publication

Other

- Other duties as determined from time to time (by the ED)

Organisational Participation

- Participate in organisational strategic planning initiatives and projects
- Contribute to a healthy, productive organisational culture where work practices, decision making, and behaviour reflect SMLS philosophy and values
- Develop and strengthen networks, engaging the support and involvement of a range of individuals and organisations
- Perform other duties as directed and necessary for the proper performance of the role

Values and Behaviour

- Promote and role model appropriate behaviour to support SMLS culture, performance and profile
- Actively support SMLS commitment to the principles of diversity, inclusion, social justice and Equal Employment Opportunity.
- Actively demonstrate organisational values.
- Demonstrate commitment to continuous personal development, with a strong willingness to develop new skills and knowledge

Health, Safety & Wellbeing

- Act in a safe manner at all times, including complying with all safety instructions and training.
- Participate in, and contribute to, health and safety awareness and improvements.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure that the work is carried out in ways which safeguard the health and safety of workers, or others in their charge, including contractors whom they engage.

Position Requirements

Essential Selection Criteria

- Eligible to hold a Principal Practicing Certificate or complete necessary course in Victoria
- Minimum 5 years post admission practice including complex case management experience in civil practice and litigation (at least 2 years practice in employment law).
- Experience managing a team including mentoring junior lawyers in civil practice areas.
- Experience in program management, including demonstrated ability to plan, prioritise, meet deadlines and drive project outcomes.
- Experience leading civil litigation, including the ability to approach legal issues creatively
- A demonstrated interest and/or commitment to climate justice
- Proven ability to contribute to a cohesive team environment by sharing information, supporting team priorities and ensuring open communication.
- Strong interpersonal skills including the ability to communicate sensitively and build mutually beneficial relationships.
- High level analytical skills and problem-solving ability, as well as initiative and a proactive approach.
- Advanced computer skills

Desirable

- Experience working in an organisation committed to social justice.
- Experience in law reform monitoring and policy development
- Stakeholder engagement experience

Personal Attributes

- Motivated by collaboration and collective success.
- Flexible and adaptable
- Solutions and outcomes focused, with a steady line of sight to the impact for stakeholders.
- Openness to change, receptiveness to new ideas and exercise initiative.
- Capacity to work independently and reflect on own work performance.
- Strong commitment to social justice, and values alignment with SMLS values.
- Committed to contributing to a positive work environment.

Location and Work Outside Office Hours

The position will be based between the SMLS offices in Springvale and Narre Warren, with work also conducted at outreach and court locations. Occasional work outside normal office hours may be required, such as to attend meetings and after-hours events.

What SMLS offers

- 5 weeks annual leave
- Extra days off over Christmas and New Years
- Paid above award
- Cultural and ceremonial leave
- Family violence leave
- Gender affirmation leave
- Professional development
- A culture of mentorship and opportunities for career progression