Manager and Principal Lawyer

Court Programs

Play a key role in delivering access to justice through pro bono legal referrals
Use your legal, strategic and stakeholder engagement skills to further develop this service
Join a dynamic and growing organisation
Manager/Principal Lawyer, Court Programs

An exciting opportunity has arisen to join one of Australia’s most successful public interest and social justice organisations. Justice Connect is a not-for-profit organisation with a vision of a world that is fair and just.

At Justice Connect, we believe everyone deserves a fair chance at a better life. That’s why we use the law to help people and community groups left behind by an unfair and complicated legal system. Whether it’s a single mother facing homelessness, a local community group struggling with overwhelming regulation or an older person dealing with family violence, real-life problems so often have legal solutions. That’s why we connect people with legal help. We use the power of the law to open up the legal system for those locked out of it, and to change the system where it is broken.

The key to our impact is the passionate commitment of our people. We hold ourselves to the highest standards, driven by a desire to deliver real improvements in the lives of the people and communities we help.

Justice Connect operates a range of different programs. Our group of Court Programs provide unbundled legal assistance to self-represented litigants who cannot afford legal representation. These programs currently operate in the Federal and Federal Circuit Courts in Victoria, Tasmania, NSW and the ACT; the Domestic Building Legal Services operates at VCAT and we are soon to pilot self-representation services in the County and Supreme Courts. These services are delivered with the assistance of volunteers from our pro bono partner law firms.

We are currently seeking a Manager/Principal Lawyer, Court Programs to play a key role in the strategic development of the court programs. This is a new role, and an exciting opportunity for the right person to shape the delivery of unbundled legal assistance across a number of jurisdictions so as to maximise the impact of Justice Connect’s court programs. This will also include through working on securing increased funding, and maximising advocacy opportunities.

You are a lateral-thinker, who is looking for a role in an organisation that values creativity, a desire to improve outcomes for clients, and working collaboratively to achieve the highest impact. You will have experience in managing people, and in building and managing stakeholder relationships.

Applications close at 9am on Monday 10th September
Position Description

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<tr>
<th>Position title</th>
<th>Manager/Principal Lawyer, Court Programs</th>
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<tbody>
<tr>
<td>Position reports to</td>
<td>Head of Court Programs</td>
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<tr>
<td>Position works in close collaboration with</td>
<td>Justice Connect program managers</td>
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<tr>
<td>Salary</td>
<td>$99,517.15 per annum, plus 9.5% superannuation, annual leave loading and generous salary packaging options¹</td>
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<td>Employment Status</td>
<td>Fixed term till 30 June 2021</td>
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<tr>
<td>Hours</td>
<td>Full-time @ 37.5 hours per week (1.0 FTE)</td>
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<tr>
<td>Location</td>
<td>Level 17, 461 Bourke St, Melbourne, VIC</td>
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Role purpose

The Manager/Principal Lawyer, Court Programs manages and supervises the work of Justice Connect’s Court Programs staff.

The Court Programs team operates Self Representation Services in the Federal & Federal Circuit Courts with staff based in Melbourne and Sydney. It also operates the Domestic Building Service providing assistance to vulnerable home owners who have not been able to resolve their dispute at the Domestic Building Dispute Resolution Victoria, and are looking VCAT proceedings. This growing group of services will also establish a Pilot Self Representation Service in the Supreme and County Courts of Victoria.

The Manager/Principal Lawyer will play an important role in shaping the direction of Justice Connect’s Court Programs and will practice supervision responsibilities.

Key responsibilities

**Domestic Building Legal Assistance Service (DBLS)**
- Supervise the Legal Practice as conducted by DBLS lawyers and volunteer lawyers

**Federal & Federal Circuit Court SRS (Fed SRS)**
- Together with the Principal Fed SRS
  - Supervise the Legal Practice as conducted by the Fed SRS lawyers and volunteer lawyers
- Supervise, lead and motivate DBLS and Fed SRS staff to achieve the highest professional standards for unbundled legal assistance services
- Assist the Head of Court Programs to establish a theory of change and narrative to clearly capture the purpose and impact of Court Programs and ensure this aligns with the overarching Justice Connect theory of change and narrative
- Working with the Head, Court Program teams and principal lawyers to establish and maintain objectives and key results which describe the direction of Court Programs and address Justice Connect strategic priorities. Maintaining data capture processes and meeting arrangements to reflect on progress against objectives.

¹ As a Public Benevolent Institution, Justice Connect is able to offer staff generous salary packaging options. The tax savings for a staff member choosing to take full advantage of the salary packaging option mean that their take home salary is more than it would be without access to salary packaging.
• Work with the Court Program teams to coordinate communication and engagement with key stakeholders, including consideration of clients and referrers, supporters and the broader community. Using a range of approaches (including social media and events) to build support for and engagement with Justice Connect and our priorities, with a specific focus on Court Programs. Identification, development and implementation of initiatives to increase the impact of the Court Program’s work. This includes:
  o adoption of digital service delivery methods and approaches
  o piloting and evaluating new approaches
  o identifying opportunities to leverage pro bono contributions
  o securing increased funding for the program; and
  o identifying and acting on advocacy opportunities

• Work with the Head of Court programs to ensure ongoing and adequate funding for Federal SRS and DBLS, including managing relationships with current funders and securing new sources of financial and in-kind support

• Work with the Operations team and Head of Court programs to prepare and manage the Fed SRS and DBLS budget

• Perform other duties as directed and necessary to the proper performance of the role

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Justice Connect.

### Selection criteria

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<th>Qualifications</th>
<th>• Qualified solicitor or barrister eligible to hold a principal practising certificate</th>
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| Experience     | • A minimum of five years’ post admission legal practice experience as a barrister or solicitor  
|                | • Experience managing staff, and motivating a team  
|                | • Experience in outreach and strategic communication  
|                | • Experience building new relationships/partnerships with key stakeholders  
|                | • Understanding of sector-level changes and developments  
|                | • Experience in seeking government and philanthropic support for service delivery  
|                | • Experience using CRM systems to track relationships is desirable  
|                | • Proficiency in project management, including online project management tools is preferred, but not essential.  
|                | • Experience in digital product development is preferred, but not essential |

| Knowledge, skills & attributes | • A commitment to Justice Connect’s vision, strategy and values, including a commitment to social justice  
|                               | • Strong professional network within the legal sector |
• Strong understanding of access to justice issues in Australia, and potential responses
• Excellent communication skills and the ability to successfully build and manage key relationships, including with sector collaborators, funders and internal stakeholders including board and staff
• Creative and curious with good judgement
• Action-oriented, self-motivated, resourceful, with a track record or both planning and executing new initiatives.
• Agility and comfort during change
• Outcomes-focused, with ability to stay focussed and calm under pressure, and to appropriately prioritise competing demands
• Strong business skills including analytical and negotiation skills
• Demonstrated ability to strategically plan and prioritise, including the ability to meet accountability and reporting requirements

Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work please visit www.justiceconnect.org.au

The application process is as follows:

• Applications should be addressed to Tina Turner, Head of Court Programs and should comprise a cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria
• Applications should be emailed to hr@justiceconnect.org.au as a single word or PDF file including “Manager and Principal Lawyer, Court Programs via Justice Connect Website” in the email subject line.
• Applications close at 9am on Monday 10th September
• Shortlisted applicants will be contacted by telephone.