

Westjustice

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| Job Title | Lawyer |
| General | |
| Vision | Our vision is fairness, safety and justice for Melbourne's West |
| Purpose | deliver targeted services and drive meaningful change. |
| Reports to | Legal Director, Economic and Housing Rights (oversees program) Program Manager – Tenancy |
| Term | See Contract |
| Scope | You will be assigned to the Economic and Housing Rights Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements. |
| Key Responsibilities/Expectations | |
| | <ul style="list-style-type: none"> • Undertake casework and court and tribunal representation for renters in residential tenancy disputes. • Maintain expert and up to date knowledge of Victorian residential tenancy law. • Have confidence appearing in contested proceedings before the Magistrates' Court of Victoria and the VCAT. • Provide expert legal advice to renters in dispute with rental providers under rental agreements and / or the Residential Tenancies Act 1997 (Vic). • Compliance with Westjustice's policies, risk management processes and best practice guidelines • Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalized groups. • Student or volunteer supervision where appropriate. • Contribute to policy/systemic impact work as directed (which may include maintaining statistics and project reporting requirements). • Contribute to broader monitoring and evaluation work where appropriate. • Contribute to the implementation of the Westjustice Strategy and Impact Areas 2024-2027, and to effective delivery to our Priority Cohorts (People experiencing family and gender-based violence, people with a disability, LGBTIQ+ people, people experiencing poverty, First Nations people and culturally and racially marginalised people) • Other relevant work as directed |
| Qualifications & Skills | |
| Key Selection Criteria | <p>Mandatory</p> <ol style="list-style-type: none"> 1. A degree in law and eligibility for admission to practice as a solicitor in Victoria. 2. One year or more post admission practice. |

**WESTERN
COMMUNITY
LEGAL CENTRE**

Clarke St Sunshine Branch – Level 7, 12 Clarke Street, Sunshine VIC 3020
 Watton St Werribee Branch - Level 1, 8 Watton St, Werribee VIC 3030
 Visy Cares Hub Branch - Visy Cares Hub, 80B Harvester Rd, Sunshine VIC 3020
 Tel: (03) 9749 7720

admin@westjustice.org.au
 www.westjustice.org.au
 ABN 72604181071 ACN 604181071

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| | <ol style="list-style-type: none"> 3. Ability to listen to, engage with, and provide holistic legal assistance to marginalized or disadvantaged clients. 4. Strong commitment to social justice, including a demonstrated understanding of the social context of law and the issues faced by vulnerable communities and the ability to contribute to WEStjustice's systemic impact work. 5. Demonstrated ability to work effectively with a range of internal and external stakeholders. 6. Ability to work under the direction of senior employees. 7. Ability to supervise the work or volunteers and students under direction. 8. Ability to undertake community legal education work under direction. 9. Excellent written and oral communication skills. 10. Understanding of and commitment to Westjustice's Vision, Purpose, Strategic Plan and Impact Areas. |
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Other relevant Information

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| | <ul style="list-style-type: none"> • The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010. • External applicants will have a probationary period of six months. • To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). • Appointment will be subject to a pre-employment checks including a satisfactory criminal record check. • You will be required to apply for and hold a current Working With Children Check. • Your primary work location will be the Westjustice Werribee Branch but may be required to work from our Sunshine Branch, or other locations as directed from time to time. • You will be required to travel independently to, and work from, other regional and metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time. • Westjustice is committed to providing a working environment without risk to the health of employees under the Occupational Health and Safety Act 2004 (Vic). <i>Westjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. Westjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at https://www.westjustice.org.au/aboutus.</i> |
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*Last Reviewed: Dec 2024
 Next Review: Dec 2025*