

Job Title	Senior Employment Lawyer
General	
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Legal Director, Employment & Discrimination Law Program, WEstjustice
Term	Fixed term contract – for further details see contract. This is a part time (0.6FTE) position, with flexibility for a higher/lower FTE for the right candidate.
Scope	<p>You will work with the Employment & Discrimination Law Program (EDLP) for general supervision and support but you may be provided with the opportunity to work across other programs and projects, based on service requirements.</p> <p>The focus of this role will be on providing employment law information, education advice and case-work to vulnerable workers, including people from newly-arrived communities, temporary migrant workers, young people and other identified vulnerable worker groups.</p>
Key Responsibilities/Expectations	
	<ul style="list-style-type: none"> • Undertake routine and complex casework for clients primarily in employment law matters under general supervision • Run or co-ordinate specialist legal clinics, including off-site clinics with multiple legal and non-legal partners • Provide casework supervision for junior staff (where required) or legal staff in other WEstjustice programs • Co-ordinate and supervise the work of pro bono lawyers, volunteers or students, where required / appropriate • Actively contribute to policy/systemic advocacy work in the area of employment and discrimination law • With the assistance of the Legal Director EDLP, manage medium-level projects, including maintaining statistics and ensuring project-reporting requirements are met • Ensure compliance with WEstjustice's policies, risk management processes and best practice guidelines

	<ul style="list-style-type: none"> • Contribute to team processes and systems to ensure we are running an effective legal practice • Contribute to broader monitoring and evaluation work, where appropriate • Contribute to internal WEstjustice working groups and external networks and steering committees, if required • Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups • Contribute to the implementation of the WEstjustice Strategy 2020-2023; the Impact Areas 2020-2023 and the ELDP Strategic Plan 2020-2023.
Qualifications & Skills	
Key Selection Criteria	Mandatory <ol style="list-style-type: none"> 1. A degree in law, admission to practice and an unrestricted practicing certificate or equivalent PQE 2. Demonstrated legal practice experience in employment law, including managing all aspects of casework and case management to a very high standard 3. Demonstrated legal advocacy experience, including developing and co-ordinating highly effective systemic impact work and strategic policy submissions 4. Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by vulnerable communities 5. Demonstrated ability to think and act strategically and with high integrity to meet clients' needs 6. Demonstrated ability to work effectively with clients, colleagues, relevant agencies and stakeholders 7. Ability to supervise the work of junior staff, pro bono lawyers, volunteers and students 8. Ability to work autonomously, under the general direction of senior employees, including highly developed organisational and administration skills 9. Community legal education experience (training or teaching) including the ability to prepare and deliver high quality, effective presentations 10. Excellent written and oral communication skills

	<p>11. Understanding of, and commitment to, WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas</p> <p>Desirable:</p> <ol style="list-style-type: none">1. Experience in discrimination law claims2. Demonstrated project management skills and experience, including evidence of being able to manage a project end-to-end3. Sound understanding of monitoring and evaluation methodologies
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*Last Reviewed: June 2020
Next Review: June 2021*