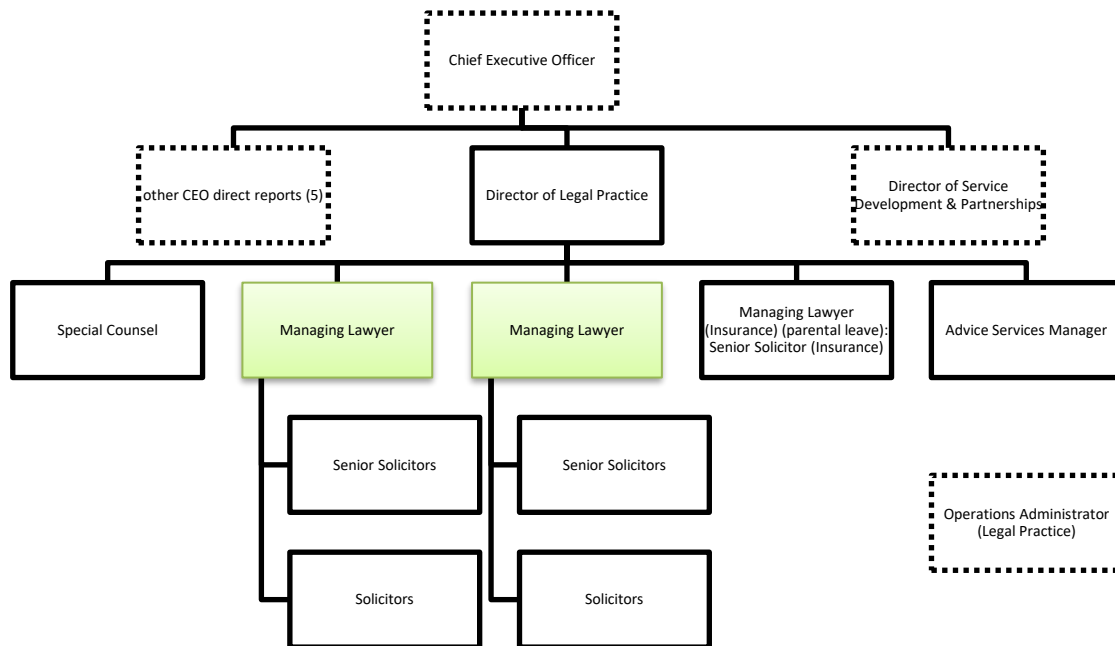


## Position Description

Position	<i>Managing Lawyer</i>
Reports to (position title)	<i>Director of Legal Practice</i>
Purpose:	<i>The Managing Lawyer leads, supervises and provides day to day management for a team of solicitors in the delivery of legal advice, assistance and casework, ensuring the work integrates with the organisation's goal to bring about broader change through the integration of casework, policy and campaign work.</i>
Direct reports:	<i>4-5</i>
Indirect reports:	<i>0</i>
Scope	<i>The Legal Practice consists of 14 solicitors. The Managing Lawyer leads one of two teams of solicitors within the practice. Service delivery area is across Victoria, and nationally where appropriate. The legal practice provides to consumers per year approximately 4,200 discrete assistance files, 350 complex (ongoing assistance) files and a further 130 representation files. The legal practice provides to workers per year (including to financial counsellors, community centre workers and other consumer advocates) a further 600 discrete assistance files and a further 200 complex (ongoing assistance) files. The legal practice also delivers external training and outreach sessions, and develops innovative, high quality tools and resources for people and community workers. The Managing Lawyer maintains close working relationships with others including the Director of Service Development and Partnerships (DSDP) and the SDP team.</i>

## ORGANISATION CHART



- Roles not within Legal Practice are shown within dotted lines

## KEY RESPONSIBILITIES / ACCOUNTABILITIES

### Practice Management

Assist the DLP with overall management of the practice as delegated. Manage a team of legal practitioners, including monthly file reviews and casework supervision. Identify opportunities for further improvements in the practice processes and systems and help to lead change and to support our people to do a great job.

### Compliance

Act as a responsible person under the NACLC Risk Management Guide

### Risk Management

Manage and coach staff in all aspects of risk management including sign-off on files and correspondence, complaint handling, use of case studies, and team compliance with professional obligations. May approve media releases as delegated.

## **KEY RESPONSIBILITIES / ACCOUNTABILITIES (continued...)**

### **Casework and Advice Provision**

Empower people through the provision of an effectively targeted consumer legal advice service and high impact legal representation. Build an effective and sustainable community sector through the provision of legal advice to workers in complex cases. Supervise members of the legal practice to ensure that consumers better understand their legal rights and options and connect vulnerable consumers to appropriate services. In collaboration with the DSDP, supervise staff to develop high quality self-help resources and tools for consumers so that consumers have the confidence and capacity for self-help.

### **Strategic Advocacy**

Pro-actively identify systemic consumer issues and make a visible contribution to policy and campaign activities relating to issues identified through litigation and advice work. Manage litigation as required; develop and implement dispute resolution strategies that will likely result in a benefit to a significant number of disadvantaged and vulnerable consumers and/or improve access to justice. Craft, support and collaborate on powerful stories that inspire systemic change.

### **Sector Development**

Support Outreach work in collaboration with DSDP, including conducting outreach sessions as required and facilitating team participation in outreach initiatives

### **Team Leadership**

Contribute to the organisation's goal of supporting its people to do a great job. Manage, coach and support staff, monitor performance, identifying professional opportunities and development needs.

### **Planning**

Assist DLP with development of legal practice team goals and the legal practice contribution to organisational goals.

## **QUALIFICATIONS / EXPERIENCE / SPECIALIST TECHNICAL SKILLS**

The Managing Lawyer must be a qualified legal practitioner holding, or eligible to hold, a current unrestricted principal Victorian Practising Certificate.

### **Litigation Skills**

Demonstrated advanced negotiation skills; substantial experience in litigation and dispute resolution, typically associated with 5-7 years' post-admission experience.

### **Skills in working with our client base**

Demonstrated advanced skills in communicating, supporting and advocating for people experiencing vulnerability and disadvantage: awareness of the social context of clients, their needs and legal issues.

### **Specialist Knowledge**

Expert knowledge of substantive law which relates to Consumer Action's practice, backed by wide exposure to a variety of cases. Specialist knowledge of consumer protection policy, legislative framework and regulation generally and the ability to apply this knowledge:

- in assisting and empowering people through high impact legal representation;
- in identifying legislative or industry reform required to obtain fairer outcomes for consumers, particularly those who are disadvantaged and vulnerable.

### **Risk Management**

Deep understanding and ability to apply file management and risk management skills for the benefit of clients, and the ability to manage risk against the organisation's desire to use powerful stories to shape a fairer system, and to guide others in these aspects of legal practice: developing sense of the broader implications of risk management in a community legal centre setting.

### **Strategic Casework**

Deep understanding of the centre's goals of empowered people and a fairer system, and the strategic role of casework in promoting them.

### **People Management**

Experience in leading others, as supervisor / manager or as a project leader.

## **COMPETENCIES AND BEHAVIOURAL SKILLS**

### **Communication**

Demonstrated strong interpersonal and communication skills, including the ability to tailor and modify communication to a range of audiences.

### **Collaboration and Teamwork**

Proven collaborative skills and ability to work effectively with and through others; ability to lead a team, with a good awareness of own impact. Shows consideration, concern and respect for others' feelings and ideas; accommodates and works well with the different working styles of others, treating all people with dignity and respect.

### **Organisational Skills**

Outstanding time management skills and the ability to manage competing priorities under pressure.

### **Role Model**

Pro-actively models and promotes reflective practice, organisational values advancement of organisational goals, and the maintenance of high professional and ethical standards within the Legal Practice. Encourages members of the legal team to act boldly and courageously in pursuing our vision.