

T.H.E Community Legal Centre Inc

Principal Lawyer

Reports to	Chief Executive Officer
Direct Reports	Lawyers, Paralegal, Tenant Advocates, Migration Agents, Triage/Intake, Secondees, Volunteers
Classification	Level 8 Social, Community, Home Care and Disability Services Industry Award 2010.
Hours	Up to 37.5 hours week

Organisation Overview

T.H.E Community Legal Centre Inc. trading as Circle Green Community Legal (**Circle Green**) is a community legal centre providing humanitarian, tenancy, workplace, and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach and support.

Circle Green services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Position Objective

The Principal Lawyer is responsible for providing leadership, management, and oversight of a specific legal practice area. The Principal Lawyer will identify, manage, and guide strategic advocacy, law reform and policy initiatives of Circle Green. They will be the Responsible Person for a specific legal practice area and provide supervision, support, and guidance to relevant staff and volunteers.

The Principal Lawyer will form part of the Leadership Team which will also comprise the Chief Executive Officer and the Corporate Services Manager.

Responsibilities

Legal Practice

- Undertake the role of 'Responsible Person' as defined in the 'Risk Management and CLC Practice' guide published by Community Legal Centres Australia and ensure that legal services operate within the Circle Green guidelines and in accordance with professional legal practice, including government and professional indemnity insurance requirements.
- Ensure that information, advice, and casework services provided are appropriate, efficient, and effective.
- Provide oversight, support, resource assessment and allocation to achieve legal practice deliverables and meet reporting obligations.
- Review service delivery models and recommend changes to meet client needs in conjunction with the Leadership Team.
- Oversee the recruitment, induction and training of legal staff and volunteers.
- Monitor, supervise and support relevant staff and volunteers in the practice area.
- Manage the performance of legal staff and volunteers, including development of performance management and professional development plans, performance reviews, and implementation of performance related procedures.

- Encourage strong multi-disciplinary and cross-program collaboration internally and externally.

Strategic Legal Review and Advocacy

- Ensure appropriate implementation of and compliance with guidelines and policies.
- Monitor legislative changes and develop strategies to respond to those legislative changes
- Develop strategies to participate in and respond to law reform and policy change.
- Monitor and report on compliance with all funding requirements in conjunction with the Corporate Services Manager and/or CEO.
- Identify and provide strategic advice on emerging issues and opportunities that support Circle Green's plans and objectives.
- Engage in appropriate networks to represent the best interests of Circle Green and its clients including, but not limited to community legal centres and other organisations providing complementary services.

Community Legal Education

- Oversee the development and promotion of Circle Green specialised community legal education resources in the relevant legal practice area, ensuring they are legally accurate (pursuant to the Risk Management Guidelines), effective and highly accessible.
- Encourage and foster the interaction and integration of legal assistance with Circle Green's community development work.
- Strengthen Circle Green networks, engaging the support and involvement from a range of individuals and organisations e.g., court staff, legal practitioners, community agencies, and volunteers.
- Identify and respond to community legal education trends relevant to Circle Green.

Team Responsibilities

- Provide leadership to staff and strategic direction at Circle Green as part of the Leadership Team.
- Implement Circle Green's policies and procedures and act in accordance with the organisation's mission and values.
- Support, guide and cultivate an environment of continuous improvement, best practice, and innovation
- Manage Circle Green's team meetings, planning and review activities for the relevant legal practice area.
- Carry out other duties, consistent with the role, as directed by the CEO.

Selection Criteria

Credentials

- Admitted to practise law in Western Australia and eligible to hold an unrestricted practising certificate.
- More than 5 years post admission experience

Experience

- Demonstrated ability and substantial experience in providing and supervising legal advice, further assistance, and representation.
- Demonstrated capacity to undertake test case litigation including instructing lawyer role.
- Demonstrated ability to manage a diverse team of paid and volunteer workers.

- Understanding of and sensitivity to people from diverse cultural, socio economic and linguistic backgrounds.
- A demonstrated commitment to human rights and social justice issues.

Knowledge and Skills

- Ability to lead a legal practice, including awareness of relevant professional practice requirements.
- Excellent communication and interpersonal skills.
- Ability to work innovatively in a dynamic environment.

Desirable

- Experience in law reform activities.
- Experience managing pro bono and key stakeholder relationships.
- Demonstrated experience in the relevant legal practice area.