

Project Manager – Protection Visa Project Level 7

Organisation Overview

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 provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

Values



Role Contribution

This role provides external and internal leadership for Circle Green as well as the specialist area of law.

The Project Manager – Protection Visa Project is responsible for the implementation of, as well as providing leadership, management, and oversight of the Project. This role will also contribute to developing and refining the design of this project in conjunction with the Principal Lawyer and the Leadership team.

The Project Management Lawyer is someone who loves to design and oversee the delivery of legal services, but who also has a background of providing legal assistance and services and deeply understand the requirements of this.

Working to improve impact, this role is a champion of collaboration and will develop and manage relationships in the team and with key stakeholders including other community legal centres, Legal Aid, Law Access, private law firms, funders, peak bodies and national networks.

They will also identify and support opportunities for internal collaboration with a focus on client outcomes and holistic service delivery. This may include community legal education, law reform, funding opportunities and staff development opportunities.

Key relationships

- Reporting to Principal Lawyer
- Supervising a team of lawyers and non-legal staff in the project
- Working closely with the Director Services and Project Team.
- Liaising and working with the Corporate Services team
- Working with other Western Australia community legal centres, peak bodies, national networks and funders.

Key Responsibilities

Leadership and Project Management

- Develop, execute and project manage the Visa, AAT and JR Project.
- Work with Leadership and Staff to build the project and be able to quickly execute the plan and deliver services.
- Have a good understanding of data and outcomes measurement and work with the project team to develop measurable criteria that will evidence the ongoing need for the project and delivering on the strategic plan for the project.
- Recruit staff and contractors to ensure that the services are delivered to a high quality.
- Manage staff and stakeholders in the project to ensure that the aims of the project are delivered by relevant reporting dates.
- Participation and contribution to the Leadership Group, including participation in strategic planning, risk management and reporting to Board and funders.
- Support the strategic focus areas through development and implementation of operational plans.
- Support, guide, and cultivate an environment of continuous improvement, best practice, and innovation.
- Develop and manage key external stakeholder relationships including representing Circle Green at external meetings and events.
- Focus on identification of gaps in service delivery and growth of community impact.

Legal Practice

- Manage the workload and supervision of the staff of the project.
- 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, improve community impact and meet reporting requirements.
- Review service delivery models and recommend changes to meet client needs in conjunction with the project Team.
- Ensure compliance against funding contracts.

Strategic Legal Review and Advocacy

- Monitor legislative changes and develop strategies to respond to those changes.
- Develop strategies to participate in and respond to law reform and policy change with a focus on leading collaboration both with other service providers and across Circle Green.
- Through analysis of internal data and research, 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 centre's 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.
- Develop relationships and support the sector to improve localised service delivery and referrals to the specialist service including collaborative service delivery.
- Encourage and foster collaboration within Circle Green and with other holistic service providers.
- Identify and respond to community legal education trends relevant to Circle Green.

Team Responsibilities

- Oversee the recruitment, induction and training of legal staff and volunteers.
- Manage staff development and performance.
- Encourage strong multi-disciplinary and cross-program collaboration internally and externally.
- Implement Circle Green's policies and procedures and act in accordance with the organisation's purpose and values.
- Support, guide and cultivate an environment of continuous improvement, best practice, and innovation.
- Carry out other duties, consistent with the role, as directed by the Principal Solicitor.

Selection Criteria

Experience

- Experience project managing and leading a diverse team and delivering client outcomes in a complex service delivery environment.
- Experience in AAT and Judicial review process.
- Experience in using data to deliver outcomes and design impact measurement tools.
- Delivering to a strategic agenda.
- Demonstrated experience in Humanitarian law.
- Experience in law reform activities.
- Experience managing pro bono and key stakeholder relationships.
- 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

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