

## **Working Women's Centre WA Senior Lawyer – Unrestricted**

<b>Position Title</b>	Senior Lawyer – Working Women's Centre WA
<b>Reports to</b>	Principal Lawyer -Workplace, Circle Green Community Legal
<b>Tenure</b>	Permanent
<b>Hours</b>	Full time
<b>Date created</b>	August 2024

### **About Working Women's Centre WA**

Working Women's Centers provide free information, advocacy, advice and assistance to women on workplace issues, including workplace entitlements and rights, gender issues, cultural diversity, discrimination and sexual harassment. WLSWA is implementing the Western Australian WWC in partnership with Circle Green, and who currently deliver the WA Workplace Respect Project. The WA WWC service model is holistic and trauma-informed, to ensure that issues in relation to the workplace are addressed in the context of women's other needs.

### **About Circle Green Community Legal**

Circle Green Community Legal 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.

Circle Green specialises in humanitarian, tenancy and workplace legal support services. Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

Circle Green will collaborate with WLSWA to oversee the WA WWC. The WA WWC will also work closely with Circle Green's Workplace Respect Project.

### **About Women's Legal Service WA**

WLSWA is the only gender specific community legal centre in WA, delivering services to women who are financially disadvantaged, and who live with multiple vulnerabilities that creates other barriers to accessing justice. Socio-legal assistance is tailored to ensure continuity in support and mitigate re-traumatising clients. As a specialist legal service, WLSWA works alongside and compliments generalist community legal centre work. WLSWA also

promotes women's human rights to be upheld and fosters legal and social change through a range of strategic activities, including law and policy reform.

WLSWA is the lead agency in the delivery of the WWCWA and will host the service hub and provide central coordination.

### **Role Contribution**

The Senior Lawyer provides specialist legal knowledge expertise.

The role will deliver supervision at a senior level, inclusive of administration and performance management duties, as well as providing support to the Manager WWC and Principal Lawyer in planning and delivering legal and non-legal services.

As part of a leadership team, the Senior Lawyer will assist in strategic planning as well as ongoing planning and management. Senior Lawyer will work closely with both WA WWC staff and Circle Green's Workplace Stream as part of a multi-disciplinary team to provide clients with trauma-informed, effective, and accessible socio-legal services to working women in WA. They will walk with clients and WA WWC social workers to ensure each client's workplace issues are addressed in the context of their broader social needs. A client-centred approach and a commitment to ensuring a best practice integrated response for working women experiencing complex and intersecting needs are essential.

Based in the Perth office, a Senior Lawyer will be required to travel to undertake outreach circuits across regional WA.

### **Key relationships**

- Reporting to the Principal Senior Lawyer – Workplace.
- Dotted line and responsibility to the Manager, WA WWC (employed by WLSWA).
- Working closely other WWCWA staff, including social workers, project officers, marketing officers, and client services officers.
- Working closely with other Circle Green staff, including workplace Senior Lawyers and advocates, legal administrative assistants and Workplace Respect Project staff.

### **Key responsibilities**

#### Legal Services Co-ordination and Management

- Responsible for key areas of law or projects or services as delegated by the Principal Lawyer, including the planning and management of these.
- Support the wider team in developing expertise and keeping up to date with legislation related to these areas of law.
- Supervise staff delivering services, including lawyers, restricted lawyers, law graduates, advocates, secondees, and volunteers.
- Identify key areas of risk and implement strategies to mitigate these.
- Support and improve the client experience, including triage and intake.
- Review data and client feedback relating to these areas and respond as appropriate.
- Ensure compliance with professional indemnity and risk management obligations as a nominated person.

- Monitor compliance with all funding requirements in conjunction with the Principal Lawyer.

#### Client work

- Deliver high-quality, trauma-informed, and pragmatic legal advice on a wide range of employment law and workplace discrimination issues.
- Conduct casework, including legal tasks, pre-litigation representation, and court / tribunal representation in a range of workplace law jurisdictions.
- Identify opportunities for and contribute to the conduct of test cases in the area of workplace law, including briefing barristers where required.
- Work with social workers, interpreters, disability advocates, financial counsellors and other support workers to meet client's broader needs and deliver accessible legal services.
- Engage and establish rapport with clients from diverse social and cultural backgrounds over a range of communication mediums, including in-person, telephone, videoconference, and in writing.
- Identify intersecting legal issues and provide appropriate facilitated and simple referrals where needed.

#### Legal Supervision

- Conduct regular file reviews of open client matters, identifying and actioning relevant deadlines as appropriate.
- Participate in regular file review meetings for ongoing casework matters.
- Supervise and support the training of other paid or voluntary legal staff, including restricted Senior Lawyers, advocates, secondees and volunteers as required.
- Review new or return client triages / assessments to identify, handle or escalate legal risk management issues, such as conflicts of interest and limitation dates.
- Monitor and provide regular reports on caseloads and any outcomes achieved.
- Assist in the coordination of outreach and clinics.
- Ensure compliance with risk management and professional obligations within the practice.

#### Team Responsibilities

- Implement WA WWC and Circle Green's policies and procedures and act in accordance with the organisations' mission and values.
- Participate in WA WWC and Circle Green's team meetings, planning and review activities.
- Collaborate effectively across both the WA WWC and Circle Green's Workplace Stream to maintain a positive and supportive team environment.
- Carry out other duties, consistent with the role, as directed by the Principal Senior Lawyer – Workplace.

#### **Additional Responsibilities**

### Community Legal Education

- Develop and promote community legal education initiatives.
- Facilitate and present community legal education courses.
- Contribute to the development, review, and continuous improvement of community legal education resources.
- Conduct other community engagement and education activities as required.

### Strategic Legal Review and Advocacy

- Identify gaps and opportunities for meaningful reform of workplace laws for the benefit of working women in WA.
- Prepare and contribute to law and policy reform submissions and activities as required.
- Identify opportunities to improve service delivery and justice outcomes for current and future clients.
- Contribute to the implementation of a comprehensive outcomes measurement framework.
- Ensure services delivered are in alignment with WA WWC program logic and funding requirements.

### Participating in the co-ordination of CLE/law reform and contributing to the development.

### **Selection Criteria**

#### Credentials

- Law degree.
- Admitted, or eligible for admission, as a legal practitioner in the Supreme Court of Western Australia and eligible to hold an unrestricted WA practising certificate.
- Current 'C' Class WA Driver's License (desirable)
- National Police Clearance
- Working with Children Check

#### Experience

- Experience supervising and mentoring junior legal staff and volunteers.
- A demonstrated commitment to human rights and social justice issues, including advancing the interests of women, reducing gender inequality, and empowering women.

#### Skills

- Excellent written and verbal communication skills, with the ability to understand and convey complex concepts to people from diverse social, cultural, and linguistic backgrounds.
- Ability to work effectively within a multi-disciplinary team and collaborate with internal and external stakeholders.

- Strong ability to effectively manage time, prioritise and meet deadlines.
- Ability to work autonomously with minimal supervision and be an effective team member.
- Demonstrated problem solving, negotiation and conflict resolution skills.
- Ability to conduct casework and litigation, including advocacy skills.