

## Job Description

<b>Position title</b>	<b>Acting Managing Lawyer</b>
<b>Location</b>	<b>Sydney</b>
<b>Reporting to</b>	<b>Principal Lawyer</b>
<b>Position type</b>	<b>Maternity Leave Cover, 12 months</b>
<b>Updated</b>	<b>March 2019</b>

### Role

The Managing Lawyer will provide key leadership to their legal team within a multi-disciplinary and trauma informed framework.

This role delivers front line service and case work assistance as part of knowmore's multi-disciplinary model, and supervises service delivery by a local legal team. The role ensures high-quality legal services are delivered to clients and that related legal and other needs are identified and actioned. The role also provides the opportunity to work at a high-level on operational planning and service delivery projects; law and policy reform initiatives; and community engagement activities.

Guided by the organisation's service plan, the role will involve some intrastate and interstate travel to deliver services to clients on an outreach basis, and to undertake community engagement activities. Accordingly a current driver's licence is highly desirable, along with the ability and willingness to travel and work, at times in remote and regional locations.

### Duties and responsibilities

- Provide high quality advice and representation to clients in relation to the legal issues arising from their experience of sexual abuse, including in relation to their redress options.
- Support the Principal Lawyer to lead knowmore's service delivery to clients by leading a local legal team and working co-operatively with knowmore's other teams, to ensure clients' legal and related needs are identified and actioned in an effective and consistent way and all timelines are met.
- Contribute as a professional member of a national legal practice; ensuring compliance with professional and corporate responsibilities including the rules and requirements of relevant legal profession legislation and the Community Legal Centre Risk Management Guide.
- Manage team members, including in undertaking short term and longer term management tasks (such as fostering professional development).
- Conduct regular file reviews and monitor and contribute to the development and continuous improvement of service delivery standards, policies and precedents.
- Ensure all relevant service data is recorded.
- Respond to client and stakeholder feedback appropriately.
- Represent knowmore's legal practice in internal and external meetings and forums, developing collaborative working relationships with other service providers.
- Support knowmore's contributions to law reform and policy and procedural initiatives relating to its client group, including through the identification of issues arising from practice and leading the preparation of submissions and undertaking media appearances.
- Prepare and deliver community legal education and other engagement activities and materials, working cooperatively and collaboratively with non-legal service providers and other staff and external partners

to raise awareness and provide information about knowmore's services and common issues facing the client group.

- Lead and manage effective contributions from volunteers and pro bono providers.
- Proactively manage own self-care and workload, and model a commitment to self-care and resilience.
- Act as the Principal Lawyer when required from time to time.
- Undertake other duties and projects as directed.

## Organisational Obligations

- Demonstrate an active and dedicated commitment to knowmore's Mission, Vision and Values.
- Comply with knowmore's Policies and Procedures.
- Observe all legal and legislative requirements.
- Ensure a high level of confidentiality and integrity.
- Assist in the development of, and participate in knowmore's initiatives, projects and events.
- Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous improvement and transparent work practices.
- Liaise with others in a professional, respectful and constructive manner.
- Take reasonable care to protect their health and safety and the health and safety of others.
- To engage in professional supervision and other reflective practice opportunities as required.

## Selection Criteria

- Hold or be eligible to immediately obtain a current unrestricted practising certificate in the relevant jurisdiction and, ideally, be eligible to obtain a principal's practising certificate.
- An excellent awareness of the legal issues facing survivors of child sexual abuse and demonstrated extensive experience practicing in a relevant area or areas of law; particularly desirable is experience in personal injury claims.
- Experience leading teams and managing people, including multi-disciplinary teams of legal and non-legal staff, and demonstrated experience in supervising and assisting more junior legal staff.
- Demonstrated understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and experience in providing culturally safe services to Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds.
- Demonstrated ability to build and maintain collaborative working relationships with other service providers to further access to justice for clients.
- Strong organisational and time management skills, including the capacity to manage competing demands, prioritise tasks and to find creative solutions to improve effectiveness of service delivery for clients.
- Demonstrated ability to identify broader and systemic issues arising from casework and to develop appropriate responses, including experience in contributing to policy development and law reform.
- Proactively manage own care and workload.
- Ability and willingness to travel and work in regional, rural and remote areas.

## Qualifications and other requirements

There are mandatory qualifications for this role. A relevant tertiary qualification and professional accreditation is required.

The successful candidate will be required to satisfactorily complete a National Police Records Check and a Working with Children Check.

The role may involve intrastate and interstate travel to deliver services to clients on an outreach basis, and to undertake community engagement activities. Accordingly a current driver's licence is desirable.

*This job description is incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic developments following discussion with the position holder. The role will be expected to work to agreed objectives, which should facilitate achievement of the key responsibilities in accordance with the performance review process.*