



Position Description

Practice Manager, Family Violence & Infringements

Position Title	Practice Manager Family Violence & Infringements
Tenure	Two Years
Division	Legal Services
Location	Frankston
Classification	Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 Class III Level 7
Approved By	Chief Executive Officer

POSITION OBJECTIVE

The Practice Manager, Family Violence & Infringements will work in consultation with the Director, Legal Services to lead and manage the Centre's family violence and infringement teams practice and law reform policy direction ensuring the provision of high quality legal services on behalf of the Centre and its client base.

KEY ACCOUNTABILITY AREAS

1. Work collaboratively with the leadership team to deliver high quality leadership to the operations of, and continuously improve to, the legal practice to ensure the implementation of the PCLC strategic and operational plans.
2. Lead a diverse team of legal professionals by effectively managing performance and development with strength, presence and committed team approach to organisational management.
3. Co-ordinate, review and determine the family violence and the infringement legal needs of the Centre to ensure the provision of a high quality responsive legal service.
4. Ensure that all legal work within the practice is conducted within the requirements of the Legal Profession Uniform Law Application Act 2014 and Rules, the Centre's professional indemnity insurance and the Centre's policies and procedures.
5. Take a leadership role in the Centre's legal policy development, law reform and community education work.
6. Deliver high quality legal advice and casework, advocacy and representation services.
7. Proactively build and manage high quality stakeholder relationships with all sectors of the local community, judiciary, legal professionals and associations, government authorities, and all other relevant external agencies.

ORGANISATIONAL RELATIONSHIPS & RESOURCE MANAGEMENT

Reports to: Director Legal Services
Direct Reports: Family Violence Lawyers
Fines Clinic Lawyers, Advocates and Students

ACCOUNTABILITY, AUTHORITY AND DECISION MAKING

The position reports directly to the Director, Legal Services.

SELECTION CRITERIA

- Possess, or is eligible to possess, a current practicing certificate including High Court registration with five years post admission practice.
- Demonstrated track record in, or capacity of the management and delivery of a range of legal services and projects.
- A proven track record of excellent interpersonal and communication skills with a demonstrated ability to use those skills to influence and negotiate with people across all levels and sectors.
- Highly developed skills in building collaborative relationships with a diverse range of internal and external stakeholders
- Highly developed organizational skills and the ability to work under pressure and manage competing priorities.
- A demonstrated track record of undertaking systemic advocacy and the design, delivery, promotion and evaluation of community legal education.
- Significant experience in family violence and infringement law with an understanding of the challenges impacting vulnerable community members when accessing the legal system.
- Demonstrated knowledge of and commitment to social justice principles, understanding of the legal assistance sector and a commitment to PCLC 's vision and values.

OTHER RELEVANT INFORMATION

- Holds a current Victorian Driver Licence;
- Undertaking a National Police Records Check forms part of the pre-employment process.
- You will be required to undergo or hold a current Working with Children Check
- You will be required to travel to PCLC branches, PCLC service locations and Courts and Tribunals. Access to a reliable and comprehensively insured motor vehicle is a requirement.
- Cooperate with PCLC in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of PCLC and its clients, in a professional and confidential manner in accordance with PCLC's information and records management procedures.

- Ensure that all PCLC policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management, financial management, governance, procurement, and customer service.
- Act in a professional manner at all times while performing duties for and/or representing PCLC in line with the Staff Code of Conduct.
- An attractive remuneration package will be negotiated with the successful applicant. Salary packaging is available.

ORGANISATIONAL CONTEXT

Peninsula Community Legal Centre (PCLC) is one of 50 community legal centres in Victoria. It operates across six local government areas in the south east of Melbourne – Cardinia, Casey, Frankston, Glen Eira, Kingston and Mornington Peninsula. PCLC is headquartered in Frankston and has branch offices in Bentleigh, Cranbourne, Pines and Rosebud.

The Centre works to empower and support disadvantaged community members of the South Eastern and Westernport region to use the law and legal system to protect and advance their rights and broaden their awareness of their responsibilities. The Centre offers general legal advice and casework services, specialist family law, tenancy, fines clinic, social work, rooming house support and family violence programs, and is active in community legal education and law reform work.

PCLC VISION AND VALUES

Vision

A fair and inclusive society that promotes and protects human rights and equality before the law.

Values

- Fairness
- Empowerment
- Accessibility
- Respect
- Independence
- Quality

Mission

To advance justice through the provision of free legal services, education and advocacy in a community development framework.

Objectives

1. To effectively and innovatively utilise, manage and expand resources to achieve our mission.
2. To provide free and accessible legal advice, casework and representation in the Centre's catchment area, targeted to assist the most vulnerable.
3. To provide community legal education to empower and inform the community about legal rights and responsibilities.
4. To initiate and participate in law reform and legal policy activities relevant to the Centre's client base.
5. To develop, maintain and monitor relationships with stakeholders.
6. To effectively promote services.