

ATTACHMENT 'LS 2'

This is the attachment marked '**LS 2**' referred to in the witness statement of Leanne Kathryn Sinclair dated 3 August 2015.

VICTORIA LEGAL AID AUTHORISED POSITION DESCRIPTION



TITLE: Manager, Family Violence Services	POSITION NO: 1387
CLASSIFICATION : VLA 5	DATE OF COMPLETION: June 2011
DIRECTORATE: Family Youth & Children's Law	PROGRAM: Family Law
REPORTS TO: Director, Family Youth & Children's Law	CONTACT FOR APPLICANTS: Judy Small

Document Agreed:

Director: _____ / /

Incumbent _____ / /

Document Approved:

Manager, Human Resources _____ / /

PURPOSE OF POSITION:

To lead and develop VLA's Family Violence Program, throughout Victoria, through specialised legal services, including duty lawyer and advice services, legal representation, policy development, strategic litigation, stakeholder engagement and law reform.

Our Vision

VLA is a leading and responsible force for community access to the legal system and for social justice.

Our Values

VLA is committed to:

- Serving our clients and community professionally and ethically
- Acting with integrity, fairness and transparency at all times
- Respecting and valuing diversity
- Pursuing continuous improvement across the organization

In embracing these values VLA promotes teamwork, collaboration and the effective and open exchange of knowledge across the organisation. We are also committed to lifting our profile in the public arena and to building partnerships with other key players in the justice system.

Our mandate is to protect legal rights, with a particular emphasis on the rights of the marginalised and economically disadvantaged. We provide high quality and cost effective legal representation, advice and information whilst adhering to the strictest public standards of financial accountability and responsibility.

1. DUTIES

- 1.1 Provides leadership to ensure services that are designed and delivered as part of the Family Violence Program are responsive, appropriate and proportionate to need, taking into account emerging issues and risks.
- 1.2 Ensures high quality legal services are delivered by staff, private practitioners and community legal centre partners to persons experiencing or at risk of experiencing family violence, through standard setting, evaluation and by embedding family violence risk assessment practices in advice and casework practices.
- 1.3 Cultivates productive and dynamic relationships with internal and external stakeholders such as VLA staff in other program areas, the Department of Justice, Community Legal Centres and State and Commonwealth courts, to optimise results in key projects, inform the direction of the Program and improve practices by justice and support agencies including through targeted law reform.
- 1.4 Participates and contributes as a member of the Family Youth & Children's Law Leadership Group to the planning, service delivery and continuous improvement of the Family Law Program throughout Victoria.

2. QUALIFICATIONS

Mandatory

- 2.1 To be admitted (or to be eligible for admission) in the Supreme Court of Victoria as an Australian Legal Practitioner within the meaning of the Legal Profession Act 2004.
- 2.2 To be admitted (or be eligible for admission) to the High Court of Australia.
- 2.3 The incumbent will be required to have or to obtain a Working with Children check

Highly Desirable

- 2.5 Knowledge and experience in the representation of children and families experiencing or at risk of experiencing family violence.
 - 2.6 A current Victorian driver's license.
-

3. KEY SELECTION CRITERIA (the key selection criteria must be addressed in written applications)

- 3.1** Ability to identify emerging trends, discern strategic priorities, align team outcomes with whole of agency objectives and add value to the shared purpose of a large organisation.
- 3.2** Demonstrated ability to capitalise on the skills and talents of a team and to develop and implement policies and systems to ensure the effective and efficient delivery of services.
- 3.3** Knowledge and experience in the practice of family law in both State and Commonwealth jurisdictions, with particular knowledge of and experience in the law relating to family violence in Victoria.
- 3.4** Demonstrated ability to drive a change agenda through broad consultation, buy-in and coordinating projects and strategic objectives across multiple programs and agencies.
- 3.5** High level interpersonal skills including the ability to provide clear, constructive and timely advice and to communicate effectively and respectfully with people from diverse backgrounds.

4. OTHER RELEVANT INFORMATION

- 4.1** Victoria Legal Aid is an Equal Opportunity employer and has a smoke-free workplace Policy
- 4.2** This position is based in the Melbourne office of Victoria Legal Aid but the incumbent will be required to travel regularly to regional offices.

5. ORGANISATION CONTEXT

The Family Youth & Children's Law Directorate of VLA is one of four practice directorates (the others being Criminal Law, Civil Law and Legal Practice), and is responsible for the delivery of services across six sub-programs:

- ADR Services
- Child Protection
- Child Support
- Family Law Advice & Litigation
- Family Violence
- Independent Children's Lawyers

VLA's Family Law Program employs more than 90 legal staff, with administrative support, working in offices across Victoria.

The Family Violence sub-program, which infuses all five other sub-programs, provides exciting opportunities to engage in high level advocacy and complex case work, to influence policy change and drive law reform, and to deliver community legal education. The Program collaborates with other programs across VLA, government agencies, tribunals, courts, the community legal sector and other service providers.

The successful candidate will be required to develop policies and strategies for family violence service delivery in an environment of constant change and significant budgetary constraints.

As the Manager, Family Violence Services at VLA, the incumbent will be expected to oversee and monitor the conduct of training for staff undertaking Family Violence work.

The position reports to the Director, Family Youth & Children's Law Services.

6. RESOURCES MANAGED: \$

Staff Management:

Operating Budget:

Assets:

(If the position has a management role it is likely to have a major impact on human or financial resources. Please put an "X" in the box which is most applicable and include the relevant annual budget figure in the space provided.)