



POSITION TITLE: Head of Practice (Migration Law)

REPORTING TO: Principal Solicitor

CLASSIFICATION: Legal 7 (MEA 7)

POSITION BASIS: Full-time (38 hrs per week)

1. THE ORGANISATION

The Women's Legal Centre is a specialist community legal centre. Our main legal practice areas are family law, family violence, early intervention Care and Protection work, victims of crime, employment, discrimination, and sexual harassment.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates social work, cultural supports and collaborative service models to provide wrap-around support to the most vulnerable and at-risk clients.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to work towards deeper legal and cultural change to redress power imbalances and address violence and gender inequality.

2. POSITION SUMMARY

The Head of Practice (Migration Law) is a key leadership and management position in the Centre and works in close collaboration with the Principal Solicitor and CEO. This position has leadership responsibilities in four key areas:

1. Establishment and Strategic Direction of the Migration Law Practice

The Head of Practice is responsible for defining, delivering and evaluating a new migration law practice, specialising in assisting women on temporary visas escaping family violence. This includes consultation with key stakeholders so the Practice best complements existing services and increases the specialist assistance available to women in the ACT. They are also responsible for managing ongoing stakeholder relationships in the migration law and community sector and identifying and delivering pro bono partnership opportunities to augment the Centre's services.

2. Ongoing management and delivery of services

The Head of Practice is responsible for delivering and monitoring the migration practice's performance and outcomes. They work with other staff across the organisation, including social workers and Paralegal and Intake staff to deliver holistic and wrap around services to clients. She is also responsible for preparing internal and external reports on the performance of the Practice to support increased and ongoing resourcing for the Practice.

3. Risk and Compliance:

The Head of Practice is a designated Responsible Person in accordance with the National Association of Community Legal Centre's Risk Assessment Framework and is responsible for managing risk and compliance under the Accreditation Scheme and Legal Profession obligations under the *Legal Profession Act* (2006) (ACT) and the Australian Solicitor Conduct Rules/ Code of Conduct for registered migration agents pursuant to the *Migration Agents Regulations* 1998 (Cth).

4. Best Practice and Technical Expertise



The Head of Practice (Migration Law) is the Centre's migration law expert and represents the Centre in their expert capacity. The Head of Practice are responsible for ensuring the Centre provides high quality migration legal services, adopts, and adheres to trauma-informed best practice principles, and works in collaboration with the other areas of practice and teams. They contribute to the development of systems, processes, policies, and organisational culture to embed these principles Centre-wide.

3. KEY RESPONSIBILITIES

1. *Legal advice and casework*

- 1.1. Provide high quality legal advice and casework to clients, including representation in the Administrative Appeals Tribunal, Federal Circuit Court and Federal Court of Australia.
- 1.2. Maintain a high level of technical competence in the areas of migration law.
- 1.3. Work collaboratively with Centre's social workers and case workers to ensure socio-legal and legal services are well integrated and meet client needs.
- 1.4. Manage your own client case load with limited direction.
- 1.5. Adopt and implement trauma-informed best practice principles in legal service delivery.
- 1.6. Ensure all legal service data collection is accurate, comprehensive and informs practice and advocacy.

2. *Leadership, Supervision & Program Management*

- 2.1. Collaborate and consult with the Principal Solicitor and CEO to identify trends and gaps in migration law practice and monitor the external environment to inform, develop and implement strategic objectives of the migration law practice and its projects, services, and partnerships.
- 2.2. Develop and manage the migration law practice and its systems to ensure legal services align with the Centre's practice model, organisational priorities, professional responsibilities and funding obligations.
- 2.3. Perform the duties of the Centre's Responsible Person, including supervising solicitors'/agents' work in the migration law practice to ensure services are accurate, efficient, effective, culturally competent and trauma-informed and data collection is accurate.
- 2.4. Manage, supervise, mentor and train solicitors in the migration law practice, including ensuring performance standards are met, engaging in regular supervision meetings, facilitating and supporting professional development, supporting solicitor's health and wellbeing while at work, and engaging and facilitating reflective practice within the migration law practice.
- 2.5. Monitor the integrated casework of the migration law practice and regularly evaluate legal practice guidelines, procedures, and file management and information systems, recommending and implementing improvements and efficiencies as required.

3. *Community legal education & law reform*

- 3.1. Develop and deliver community legal education programs and campaigns which align the work of the migration law practice and the Centre.



- 3.2. Identify law reform issues for action and the development of law reform proposals, strategies, reports and submissions in consultation with the Principal Solicitor and the CEO.

4. Stakeholder Engagement

- 4.1. Represent the Centre in public forums, media, and in the community and legal sector to promote and utilise the Centre's work and experience to improve outcomes for women and inform the Centre's work.
- 4.2. Develop and manage relationships with external stakeholders in the migration law operating environment to inform stakeholders of the Centre's work, identify service gaps and create opportunities for collaboration to meet client need.
- 4.3. Develop and maintain productive collaborative relationships to increase the Centre's accessibility and improve client service delivery.

5. Organisational responsibilities

- 5.1. Manage the Centre's reporting obligations for the migration law program and provide reports and other publications as required.
- 5.2. Participate in regular supervision with the Principal Solicitor and yearly performance reviews.
- 5.3. Participate in reflective practice, clinical debriefing and/or other staff wellbeing initiatives.
- 5.4. Undertake ongoing professional development in accordance with legal professional regulations and in consultation with your supervisor.
- 5.5. Ensure compliance with policies and procedures of the Centre, including accurate data collection and reporting.
- 5.6. Participate in the Centre's planning with staff and Board.
- 5.7. Attend regular staff meetings as required.
- 5.8. Other relevant duties as directed by the Principal Solicitor and the CEO.



REQUIREMENTS

1. Admitted to practice/eligible to apply for a restricted practising certificate in the Australian Capital Territory and/or be a registered migration agent.
2. A minimum of four (4) years' experience in practising exclusively in migration law, including casework and migration litigation experience.

SELECTION CRITERIA

Essential:

1. Experience in implementing best practices in cultural competence to provide highly technical, accurate and strategic migration law services to clients, including having broad knowledge across various visa subclasses.
2. Ability and desire to build and manage sustainable stakeholder relationships to build the reputation of the migration practice, develop referral relationships and develop collaborative partnerships.
3. Ability and desire to be the spokesperson for the migration law practice and on migration law issues which affect women, including in the media, the community and with funders.
4. Ability and desire to work in a trauma-informed service delivery model, including working with a multi-disciplinary team and collaborating with other agencies to deliver client outcomes.
5. Personal commitment to reflection and self-care to build resilience and minimise the impact of vicarious trauma.

Desirable

1. Understanding of legal issues relating to domestic violence and the impact of violence on women.
2. Experience in leading the development and delivery of specific projects, programs or outcomes.