



POSITION TITLE: Senior Solicitor – Mulleun Mura Program Manager

REPORTING TO: Deputy Principal Solicitor/Head of Practice (Family Law)

CLASSIFICATION: Legal 6 (MEA 6)

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, migration law, victims of crime, employment, discrimination, and sexual harassment.

The Centre includes a specialist program for Aboriginal and Torres Strait Islander women, Mulleun Mura, and delivers services through a number of Health Justice Partnerships.

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 Mulleun Mura Program works to strengthen Aboriginal and Torres Strait Islander culture and communities by supporting women and families to stay connected and stay safe. It is focused on supporting Aboriginal and Torres Strait Islander women who are affected by domestic and family violence, relationship breakdown and women who need help engaging with Child Protection. Our practising principles place women's empowerment and decision-making at the Centre of our work.

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 Mulleun Mura Program Manager (MM Program Manager) leads the Mulleun Mura Program and works under limited supervision of the Head of Practice (Family Law). The MM Program Manager works closely with the Program Paralegal as well as solicitors and social workers across the Centre to ensure Aboriginal and Torres Strait Islander women can access the expertise and support they need to achieve their goals.

They are responsible for delivering high-quality, trauma-informed legal services, supervising junior staff and/or taking responsibility for the delivery of the Mulleun Mura Program.

The MM Program Manager is expected to apply specialist expertise to provide support, advice and representation for clients dealing with complex legal matters, including care arrangements for children, dividing property upon separation, family violence orders, early intervention care and protection advice and representation, and victims of crime financial assistance claims. This also includes complex family law property litigation and children's matters.

The MM Program Manager is expected to contribute to the management of the Centre. This includes taking responsibility for the development and delivery the Mulleun Mura Program, including helping set the strategic direction of the Program, working with Community to identify and respond to client need, being a leader in culturally appropriate legal services for Aboriginal & Torres Strait Islander women, managing community relationships, completing



funding reporting, monitoring service levels, championing consistent and reliable data collection and role modeling creative and expert legal practice. They also contribute to the strategic direction of the Family Law Practice, including identifying trends and gaps in Centre services and the sector exploring new responses to these.

Senior Solicitors are also expected to supervise, coach and mentor junior practitioners and paralegals to motivate and assist them to deliver legal services and build resilience in legal practice.

3. KEY RESPONSIBILITIES

1. Legal advice and casework

- 1.1. Provide high quality legal advice and casework to clients, including representation in ACT and Commonwealth courts, in family law matters.
- 1.2. Maintain a high level of technical competence in the areas of family law, family violence and care protection.
- 1.3. Liaise with clients and provide culturally appropriate services to support clients ongoing engagement with their legal matter/s.
- 1.4. Work collaboratively with the Program's paralegal/s and Centre's social workers and case workers to ensure socio-legal and legal services are well integrated, culturally appropriate and meet client need.
- 1.5. Manage your own client case load with limited direction.
- 1.6. Adopt and implement trauma-informed best practice principles in legal service delivery.
- 1.7. Ensure all legal service data collection is accurate, comprehensive and informs practice and advocacy.

2. Supervision & Program Management

- 2.1. Perform the duties of the Centre's Responsible Person in accordance with the NACLC Risk Assessment Framework.
- 2.2. Supervise junior solicitors' and paralegals work in the Mulleun Mura Program, ensuring information, advice and casework services provided are appropriate, efficient, and effective.
- 2.3. Manage, mentor and train junior solicitors and paralegals in the Mulleun Mura Program, including engaging in regular supervision meetings to ensure performance standards are met, cultural safety is prioritised, and support professional development health and wellbeing whilst at work.
- 2.4. Develop, drive, and manage the delivery of the Mulleun Mura Program and its outcomes.
- 2.5. Identify and explore trends and issues emerging in the Mulleun Mura Program, identify gaps in the Centre's service and external services, and work with the Head of Practice (Family Law) in the planning and development of the Mulleun Mura Program and the direction of the Centre.
- 2.6. Monitor the legal work and integrated casework of the Mulleun Mura Program and regularly evaluate legal practice guidelines, procedures, and file management and



information systems, recommending and implementing improvements and efficiencies as required.

- 2.7. Supervise legal service data collection within the Mulleun Mura Program to ensure it is accurate, comprehensive and informs practice and advocacy.
- 2.8. Support and supervise volunteer lawyers, GLDP students and other legal volunteers, ensuring services are of high quality and integrated with the Centre's practice.

3. Community legal education & law reform

- 3.1. Develop and deliver community legal education programs and campaigns which align with the work of the Mulleun Mura Program and the Centre.
- 3.2. Identify law reform issues for action and prepare law reform proposals, strategies, reports and submissions in consultation with the Head of Practice (Family Law).

4. Stakeholder Engagement

- 4.1. Represent the Centre in a variety of public forums to promote and advocate the Centre's work and experience to improve outcomes for Aboriginal & Torres Strait Islander women.
- 4.2. Identify, develop, and maintain relationships with external stakeholders to inform stakeholders of the Centre's work, identify service gaps and create opportunities for collaboration to meet client need.

5. Organisational responsibilities

- 5.1. Provide input for Centre reporting purposes and other publications as requested.
- 5.2. Participate in regular supervision and yearly performance reviews.
- 5.3. Participate in cultural supervision if appropriate, 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.
- 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.



REQUIREMENTS

1. Admitted to practice/eligible to apply for a restricted practising certificate in the Australian Capital Territory.
2. A minimum of four (4) years' post admission experience in family law, including case work and family law litigation experience.

SELECTION CRITERIA

Essential:

1. Demonstrated interest in and understanding of the role of the legal system and culturally appropriate services in responding to the needs of Aboriginal & Torres Strait Islander women, and commitment to using family law to deliver outcomes to Aboriginal & Torres Strait Islander women that improve their physical safety, cultural safety and financial security.
2. Experience in supervising, mentoring and coaching junior staff members.
3. Experience in leading the development and delivery of specific projects or outcomes.
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. Demonstrated casework experience in the areas of Care and Protection.
2. Understanding of legal issues relating to domestic violence and the impact of violence on women.