



Manager Sydney Women's Domestic Violence Court Advocacy Service

- Full time (35hpw)
- Downing Centre, Sydney base
- Community Legal Centre incorporating domestic and family violence services
- Salary range: SCHCADS L7 (Paypoint 1 starts at \$97,806 p.a. plus super.)
- Flexible work conditions, salary packaging, 5 weeks' annual leave plus leave loading

We are seeking an experienced Manager to lead our Sydney Women's Domestic Violence Court Advocacy Service (WDVCAS) team and the associated Sydney Family Advocacy Support Service (FASS). The Manager exercises a high degree of autonomy in managing the daily activities of the Services and is part of the leadership team of South West Sydney Legal Centre (SWSLC), reporting to the CEO.

About South West Sydney Legal Centre

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of DFV. We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney.

SWSLC uses a multidisciplinary model bringing together lawyers, social workers, and community workers to provide trauma-informed, client-centred and culturally safe legal assistance and DFV support services to clients. Services are provided through phone support and face-to-face services in our offices, at courts and through outreach services and community engagement. SWSLC has offices in Liverpool, Bankstown, Smithfield and Sydney.

About the role

The Manager is responsible for all management activities of the Sydney WDVCAS including managing the budget, preparing reporting and ensuring compliance with the funding agreement and related policy and procedure manuals. She is also part of the leadership team of SWSLC, reporting to the CEO and is required to work closely with other members of the leadership team and the CEO to provide guidance and input on key operational matters affecting the whole organisation.

Applicants must have expert knowledge and understanding of the dynamics, complexities and legal and social welfare consequences of DFV, and have knowledge and understanding of the criminal justice response to DFV including ADVO applications, criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation.

The successful applicant will have excellent organisational, administrative, financial and management skills, and excellent interpersonal and communication skills.

Aboriginal and Torres Strait Islander women are strongly encouraged to apply.

Closing Date: 9.00am, 8 February 2021

Contact Person: Enquiries about the role should be emailed to Yvette Vignando, CEO
yvette@swslc.org.au

This position is open to female applicants only. SWSLC considers being a woman to be a genuine occupational qualification for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW).

The preferred applicant will be required to undergo a Working with Children Check and a National Police Records Check.

How to apply for this position:

1. Visit our website <https://swslc.org.au/contact/work-with-us/> for a copy of the position description, essential criteria and instructions on how to apply.
2. Send your covering letter, resume and a document detailing how your skills and experience meet the essential criteria to alison@swslc.org.au
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



SOUTH WEST SYDNEY LEGAL CENTRE INCORPORATED

ABN: 91991317875

MANAGER, SYDNEY WOMEN'S DOMESTIC VIOLENCE COURT ADVOCACY SERVICE

Dear Applicant,

Thank you for your interest in the position of Manager of the Sydney Women's Domestic Violence Court Advocacy Service (Sydney WDV CAS). This package encloses the information you require to apply for the position.

Our Organisation

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of DFV. We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney.

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Manager role

SWSLC auspices several domestic violence programs, including the Sydney WDV CAS. The Sydney WDV CAS office is based at the Downing Centre and assists women involved in Apprehended Violence Order applications and related domestic violence charge matters at Downing Centre/Central, Waverley and Newtown Local Courts. The Sydney WDV CAS also provides secretariat support for Safety Action Meetings in Central Sydney, Eastern Sydney and Inner West.

The Manager is responsible for all management activities of the Sydney WDV CAS including managing the budget, preparing reporting and ensuring compliance with the funding agreement and related policy and procedure manuals. She is also part of the leadership team of SWSLC, reporting to the CEO and is required to work closely with other members of the leadership team and the CEO to provide guidance and input on key operational matters affecting the whole organisation.

Applicants must have expert knowledge and understanding of the dynamics, complexities and legal and social welfare consequences of DFV, and have knowledge and understanding of the criminal justice response to DFV including ADO applications, criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation.

This position is open to female applicants only. SWSLC considers being a woman to be a genuine occupational qualification for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW).

Women from Aboriginal or Torres Strait Islander backgrounds are strongly encouraged to apply.

The preferred applicant will be required to undergo a Working with Children Check and a National Criminal Records Check.

Please see the **Position Description** and the **Essential Criteria** further down in this document.

P.O Box 1042
Liverpool NSW BC 1871
Ph: (02) 9601 7777
Fax: (02) 9600 6244

Level 1/98-100 Moore Street
Liverpool NSW 2170
E-mail: info@swwslc.org.au
Website: www.swwslc.org.au



HOW TO APPLY

1. Read the Position Description and Essential Criteria below.
2. Your application should include a short cover letter, a resume and an additional document addressing the Essential Criteria.

The covering letter needs to include:

- The position you are applying for;
- Your current contact details; and

Your resume should detail:

- your employment history including dates and a brief statement of duties for previous roles; and
- your education history.

Your additional document should clearly explain:

- how your skills and experience meet each listed criteria;
- Applications that do not address **ALL of the Essential Criteria** will not be considered.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please send written applications to alison@swslc.org.au.

CLOSING DATE: 9.00am, 8 February 2021

CONTACT PERSON: Enquiries related to the role should be emailed to Yvette Vignando, yvette@swslc.org.au

Yours sincerely,

Yvette Vignando
CEO

POSITION DESCRIPTION

Position: Manager, Sydney WDV CAS
Accountable to: CEO
Location: Downing Centre office and various courts

Summary of duties

The Manager exercises a high degree of autonomy and responsibility and is responsible for the overall management, decision-making and day-to-day operations of the Sydney Women's Domestic Violence Court Advocacy Service (Sydney WDV CAS). This role is also a member of the SWSLC leadership team and works closely with other members of the leadership team and the CEO to provide guidance and input on key operational matters affecting the whole organisation.

The Manager also provides advice and support to the CEO to develop and support initiatives that promote best practice within the WDV CAS.

Responsibilities of this role

The work includes, but is not limited to, the following duties:

- Managing the budget and overall operation of the Sydney WDV CAS, including compliance with the Women's Domestic Violence Court Advocacy Service Daily Practice Checklist;
- Assisting SWSLC's compliance with reporting and other requirements under the WDV CAP Service Agreement, its Policy and Procedure Manual, the SAM Manual and other operational documents
- Recruiting, supervising and supporting a team of Sydney WDV CAS staff, seconded workers, and FASS staff
- Ensuring Sydney WDV CAS staff have access to training, supervision and ongoing professional development;
- Developing and administering operational policies and systems for the effective operation of the Sydney WDV CAS, including the following aspects of client service delivery:
 - The collection, use and storage of client information;
 - Referrals to and from the Sydney WDV CAS;
 - Client and worker safety; and
 - Child protection notifications
- Developing and implementing, in consultation with Focus Workers (Aboriginal, Disability, LGBTIQ, Older Women, Multicultural, Youth) and local community organisations, strategies aimed at ensuring that the Sydney WDV CAS is relevant and accessible to a diverse range of women and children;
- Supporting Focus Workers to undertake community engagement activities;
- Working with the CEO and Finance team to prepare an annual budget for submission to Legal Aid in accordance with the Service Agreement;
- Developing and maintaining strong working relationships with key Sydney WDV CAS partners including the NSW Police Force, Local Courts and local legal services, and facilitating access to those services for clients;

- Sourcing seconded workers from appropriate agencies who can assist in Sydney WDVCS court work where possible; coordinating a roster of seconded workers; ensuring they have the knowledge and skills to undertake Sydney WDVCS work and providing them with regular updates and debriefing;
- Undertaking high level liaison and advocacy with, and on behalf of, Sydney WDVCS clients where required;
- Providing high-level advice and contributing to legal and/or policy reform through responding to requests for information from the WDVCS Unit, and through relevant forums;
- Representing the Sydney WDVCS to external stakeholders, including delivery of presentations upon request and attending interagency meetings;
- Participating in community engagement activities to promote the work of the Sydney WDVCS; and
- Analysis of relevant quantitative data (such as demographic information from the Sydney WDVCS service area) and qualitative data (such as client and stakeholder surveys) and implementing appropriate changes to improve service delivery.

Responsibilities to SWSLC

- Report to the CEO of the SWSLC, as required and fulfil the role of member of the leadership team.
- The Manager provides advice and recommendations to the CEO regarding financial and service planning issues, recruitment, service priorities and strategies.

ESSENTIAL CRITERIA

- Demonstrated knowledge and understanding of the dynamics, complexities and legal and social welfare consequences of domestic and family violence;
- Demonstrated knowledge and understanding of the criminal justice response to domestic and family violence including ADVO applications, criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues;
- Ability to deliver services in accordance with the WDVCAP model of service delivery outlined in the Service Agreement, its Policy and Procedure Manual, the SAM Manual and operational documents;
- Excellent organisational, administrative, financial and management skills;
- Ability to recruit, train, supervise and support WDVCS staff and seconded workers;
- Ability to develop and implement service delivery strategies aimed at ensuring the relevance, accessibility and responsiveness of WDVCS services to a diverse range of women and children;
- Ability to analyse quantitative data and qualitative data to improve service delivery;
- Experience in building and maintaining constructive working relationships with key stakeholders and excellent networking skills;
- Excellent communication skills, particularly in management, negotiation, advocacy and conflict resolution;
- Ability to effectively represent the work of the Sydney WDVCS in public forums and in the media, and confidence in public speaking;
- Relevant tertiary qualifications and/or demonstrated experience in domestic and family violence service provision;
- Demonstrated management experience; and
- Current clearance in relation to Working with Children and relevant NSW Police Force check

General Duties

- Adhere to all SWSLC policies, procedures, principles and service standards.
- Maintain client and organisational privacy and confidentiality.
- Contribute to the continuous improvement of administrative practices.
- Attend and contribute to regular team/staff meetings.
- Promote SWSLC in a positive manner at all times.
- Participate in staff development opportunities.
- Other duties as requested by the CEO that are within the scope of this position.