



## Managing Lawyer – ACT

### Position description

The Managing Lawyer – ACT is responsible for EDO's ACT Legal Practice (**ACT Practice**) and successfully oversee a programme of legal work aligned with the organisation's strategic priorities. The ACT Practice is part of our national Healthy Environment and Justice Team and the Managing Lawyer reports to the Director of Healthy Environment and Justice.

Priorities for the practice in a given year are aligned with the EDO's longer term strategy and are agreed by the Director of Healthy Environment and Justice.

**Answers to:** Director of Healthy Environment and Justice (Executive Team)

**Location:** EDO's Canberra Office

**Term:** Ongoing

### Key Responsibilities

1. Provide legal advice, representation and education to the ACT community (with a particular focus on assisting vulnerable Territorians) on a broad range of public interest environmental law issues and disputes.
2. Engage in litigation, policy and law reform, and outreach in the ACT to achieve EDOs strategic outcomes, working with National Managing Lawyers, the Head of Policy, and the Director of Healthy Environment and Justice.
3. Supervise the legal practice and administration of the EDO's ACT Practice, the Canberra office and ensure the EDO's implementation of and compliance with its policies and procedures and legal obligations.
4. Deliver legal services in a culturally competent manner and work with clients from a wide variety of backgrounds, including clients who speak English as a second or more language.

### Duties

#### Legal work and practice management

1. Provide legal advice and representation to the public on a wide range of legal matters relevant to the environment.
2. Supervise and have carriage of litigation undertaken within the ACT.
3. Undertake public education and outreach, including developing online resources and fact sheets, and the conduct of workshops or seminars in the ACT.
4. Engage in law reform related to environmental law and legal policy, including participating in government policy processes and by developing and maintaining relationships with key stakeholders in the ACT.
5. Maintain and develop the ANU Legal Clinic in Environmental Law.

6. Manage the provision of legal services by the Canberra office including compliance with professional obligations.
7. Be responsible for delivery of services to meet ACT Government and other funding obligations as relevant.
8. Ensure the quality and accuracy of the legal work delivered by the ACT Practice and work delivered by other EDO solicitors within the ACT where relevant.
9. Supervise solicitors within the ACT Practice and work conducted by other EDO solicitors within the ACT where relevant.

#### Leadership and staff management

10. Work with National Managing Lawyers to allocate national resources to local litigation, law reform and education work and collaborating with the Thematic Managing Lawyers and Director of Healthy Environment and Justice to determine how caseloads will be supervised.
11. Be responsible for the governance and strategic coordination of the EDO office in Canberra and for the ACT Practice, including in relation to operational planning, implementation and review of policies and quality assurance, and budget administration.
12. Manage a small team of staff, volunteers and ANU Legal Clinic student placements as required.

#### External relations

13. Represent EDO in the media as required and in agreement with the Director, Healthy Environment and Justice and Director, Fundraising, Marketing and Communications (FMC).
14. Participate in and support EDO fundraising, communication activities, including responsibility for acquittal of grants tied to the delivery of services within the ACT and deliver any locally focused fundraising activities in collaboration with the Director, FMC.
15. Build and maintain relationships with key stakeholders including ACT government, the legal profession, environmental NGOs, traditional owners and other communities and community-based organisations.
16. Such other duties as reasonably requested by the Director of Healthy Environment and Justice from time to time.

It is expected that you will be largely self-directed in the carrying out of day-to-day duties of the position.

EDO is a diverse and inclusive workplace. Aboriginal and Torres Strait Islander people are particularly encouraged to apply.

## **EDO Values**

**Commitment – We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.**

**Diversity – We are respectful of and welcome diversity of; staff, volunteers, offices, environmental regions, communities, stakeholders.**

**Integrity – We work effectively, efficiently, strategically, professionally and ethically; “justice is in our nature”.**

**Visionary – We lead change and environmental empowerment using innovation, creativity, and courage.**

## **MORE DETAIL**

**Commitment – We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.**

- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities
- We are committed to improving our planet and society
- We care for EDO’s clients and stakeholders
- We are fearless in the face of adversity, and care for each other as we face this adversity

**Diversity – We are respectful of and welcome diversity of staff, volunteers, environmental regions, communities and stakeholders.**

- We respect First Nations Peoples’ knowledge and experience, and work with them to protect their country and culture
- We acknowledge that the law has not always been just
- We dedicate ourselves to understanding the diversity of our people and culture
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential
- We are great lawyers and great people, with open hearts and open minds
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don’t align completely with ours

**Integrity – We work effectively, efficiently, strategically, professionally and ethically: “justice is in our nature”.**

- We are truthful with ourselves and others
- We are nonpartisan and inspire trust in our clients, stakeholders and government
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

**Visionary – We lead change and environmental empowerment through innovation, creativity and courage.**

- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others
- We are inquisitive, curious and persistent: exploring new ideas and embracing change
- We boldly challenge the status quo while providing solutions to our most pressing challenges