



**Department of Justice
State Solicitor's Office
Solicitors Multi Level Recruitment Pool
Applicant Information**

The State Solicitor's Office (SSO) is searching for dynamic and experienced lawyers to join our busy legal practice.

This recruitment process is designed to identify a body of suitable lawyers to place in a recruitment pool from which offers of employment may be made over a twelve month period. There are multiple positions to fill in the calendar year and the decision on how many of these positions will be filled, and at what levels, is to be determined by business needs.

The SSO has potential positions available in the following areas:

- Prosecutions (Level L3LG to Level L6LG)
- Commercial (Level L2LG to Level L6LG)
- Native Title and State Lands (Level L3LG)
- Historic Child Sex Abuse Cases (Level L2LG to Level L5LG)
- Health Law (Level L2LG to Level L4LG)
- Specialist advisings, in particular lawyers with experience in public law and environmental law (Level L2LG to Level L5LG)

Legal Practitioner Level L2LG (minimum third year post admission) \$92,548 – \$111,176 pa pro rata plus super

Legal Practitioner Level L3LG \$122,885 – \$131,636 pa pro rata plus super

Assistant State Solicitor Level L4LG \$139,047 - \$164,719 pa pro rata plus super

Assistant State Solicitor Level L5LG \$180,637 pa pro rata plus super

Senior Assistant State Solicitor Level L6LG \$199,794 - \$224,507 pa pro rata plus super

Offers of employment which are drawn from the recruitment pool will be for up to two year fixed term contracts, with the possibility at the conclusion for permanency.

In order to address your suitability you will need to refer to:

1. the area descriptions on page two of this document to address your skills and experience against the work undertaken by those areas, together with
2. the work related requirements found in the 'Work Related Requirements by Level' spreadsheet attached to the WA Jobs Board advert.

About the State Solicitor's Office

The State Solicitor's Office is the longest standing legal office in Perth having been established in 1838.

The Office is highly regarded as a leading legal service provider offering a broad range of legal services to the West Australian State Government and Ministers, and to over 120 client departments, instrumentalities and statutory corporations.

The State Solicitor's Office also advises the Attorney General on legal matters, including those relating to law reform.

Centrally located in the Perth CBD, we have a staff contingent of approximately 145 lawyers and over 85 support staff.

Prosecutions

The Prosecutions Team advises government agencies as to their criminal investigation and enforcement functions, including the review of briefs of evidence and the drafting of charges, and acts as the prosecutor for those agencies, typically for summary offences in the criminal jurisdiction of the Magistrates Court.

Commercial

The Commercial Team provides support across government in relation to commercial negotiations and drafting of contractual documents for the procurement and delivery of major projects, the development of state infrastructure and the operations of government.

Native Title and State Lands

The Native Title and State Lands Team deals with all aspects of native title and aboriginal heritage management, negotiation and litigation, and issues relating to the planning and administration of State lands and resources including land acquisition and compensation, State agreements and land planning.

Historic Child Sex Abuse Cases

The work of the Civil Wrong Team is expected to increase as a result of the anticipated retrospective removal of limitation periods applicable to claims arising from child sexual abuse. Lawyers with experience in civil litigation and particularly with litigation involving damages claims arising from child sexual abuse are encouraged to apply.

Health Law

The State Solicitor's Office is sourcing lawyers to send on placement to various Health Service providers. Lawyers with experience in health law and medical negligence are encouraged to apply.

Specialist advisings

The legal matters on which advice is given ranges across the responsibilities of the Western Australian Government, including administrative law, charitable trusts, health, information and privacy, intellectual property, mining and public law. Currently there is a particular requirement for practitioners with experience in environmental law.

Eligibility

To be eligible for assessment for this recruitment's pool:

1. You must be a citizen of Australia or hold a relevant work visa;
2. You must be able to provide proof of your ability to meet the essential qualifications as part of your application. Any questions regarding the eligibility of legal qualifications gained outside of Western Australia can be directed to the Western Australian Legal Practice Board (www.lpbwa.org.au);
3. You must have a minimum of three years post admission experience.

For Further Information (not to be contacted for a job application kit)

Please contact the General Manager on 9264 1897 if you would like further information on these roles.

To apply for this recruitment pool:

Please provide:

1. A detailed resume;
2. All relevant academic transcripts (under and post graduate) and admission certificates;
3. A cover letter clearly stating:
 - The area/s and level you are applying for;
 - Why you are interested in joining the State Solicitor's Office and how your skills and experience will make you a good fit to perform the required work in the context of the work related requirements found on the 'Legal Work Related Requirements by Level' spreadsheet attached to the WA jobs board advertisement.

All work related requirements as listed in job descriptions will be assessed at some stage of the selection process.

Successful applicants will be placed in a recruitment pool from which offers of employment for this and other similar positions may be made over the next twelve months.

How to submit your application

Online

The department's preferred option is for job applications to be lodged online through the 'current vacancies' section on our website. You will receive an electronic receipt confirming your application has been submitted.

If you do not have access to the internet, you can apply by post. You will need to complete a hard copy 'Application for Vacancy' form. Do not put applications in plastic sleeves or cardboard binders. Include your name on all submitted documents.

Send applications (marked Confidential Advertised Vacancy) by:

Post

HR & Payroll Services
Human Resources
Department of Justice
GPO Box F317
PERTH WA 6841

Hand Delivery

Reception (HR & Payroll Services)
Department of Justice
Level 23 David Malcolm Justice Centre
28 Barrack Street
PERTH WA 6000

*Please note that applications received after the closing date and time
OR applications sent to us by email cannot be accepted.*