



Position Information Package Law Graduate Program 2019 Department of Justice State Solicitor's Office

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.

Under the leadership of the State Solicitor, the Office:

- Provides legal advice across a diverse array of matters affecting Government
- Conducts litigation in Courts of all jurisdictions
- Conducts government commercial matters including negotiating minor and major economic and social infrastructure projects
- Provides representation as counsel in courts and tribunals of all jurisdictions
- Prepares a vast array of legal documents
- Works closely with Solicitor General of WA in relation to Constitutional matters
- Manages native title claims on behalf of the State

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

Centrally located in the David Malcolm Justice Centre within the Perth CBD, we have a staff contingent of 150 lawyers and over 80 support staff.

Law Graduates

In 2019 all law graduates employed in this programme at the State Solicitor's Office will be offered a one year contract as a Trainee Solicitor. Following completion of the traineeship, they can reasonably expect (subject to performance) two one year contracts as a Solicitor.

The State Solicitor's Office will accept applications for employment as a Trainee Solicitor from:

1. Law graduates who have not completed the coursework component of an approved practical legal training course.

These graduates will be required to complete a practical legal training course during their 12 month legal traineeship (paid for by the State Solicitor's Office). At the conclusion of the traineeship, the State Solicitor's Office will support the graduate's admission to practice and, subject to performance, transition them to a 12 month contract of employment as a Solicitor.

2. Law graduates who have completed the coursework component of an approved practical legal training course (such as that provided by the College of Law) but have not been admitted to practice law.

These graduates will still undertake a 12 month legal traineeship, with the same level of remuneration as the graduates in 1 above, but will not have to undertake further external practical legal training provided the approved course work is completed prior to their commencement. At the conclusion of the traineeship, the State Solicitor's Office will support the graduate's admission to practice and, subject to performance, transition them to a 12 month contract of employment as a Solicitor.

3. Law graduates who have completed the requirements of an approved practical legal training course (such as that provided by the College of Law) and have already been admitted to practice law.

These graduates will still undertake a 12 month legal traineeship, with the same level of remuneration as the graduates in 1 and 2 above, but will not have to undertake further external practical legal training. At the conclusion of the traineeship, subject to performance, these graduates will transition to a 12 month contract of employment as a Solicitor.

PLEASE NOTE that this recruitment process is open to law graduates only. We will accept applications from graduates who have been admitted to practice law, however practicing lawyers will not be eligible to apply. This ineligibility includes overseas qualified and practicing lawyers who have completed an Australian law degree for admission in Western Australia.

Law Graduate Recruitment and Offer Dates

Applications close 4.30pm Monday 21 May 2018

Offers made after 9am Friday 27 July 2018 until 5pm.

Pay Scales

Trainee Solicitors, for their first year of employment, will receive remuneration at Level 4 PSGOGA, \$78,452 per annum (as of 13 June 2018). Remuneration following this will be that payable to a Legal Practitioner L4/5 (L2LG), commencing at \$93,548 per annum (as of 13 June 2018).

Future with the State Solicitor's Office

In the ordinary course, subject to performance, those who complete their initial contract will be considered for a contract extension and, in due course, permanency.

Work Related Requirements

Essential Qualifications

- An academic qualification in the law approved under the Legal Profession (Admission) Rules 2009

Essential Skills

- Academic and intellectual ability
- High level written and oral communication skills
- The ability to establish sound working relationships with co-employees and third parties

- Demonstrated interest in the law and conventions relating to the State government, its departments and instrumentalities

Confidentiality

- Maintains complete confidentiality in relation to all confidential information coming to the person's knowledge in the course of employment.

The above work-related requirements will be assessed at different stages of the selection process.

For Further Information

Please contact the Workforce Coordinator on 9264 1005 or 9264 1883 if you would like further information on this role.

To Apply

All applications must be submitted via the WA Jobs Board (www.jobs.wa.gov.au).

Applications must include:

- a cover letter addressed to the General Manager, Keith Whitehouse, explaining why you want to undertake a Trainee Solicitor role at the State Solicitor's Office;
- your resume;
- a copy of your official academic transcript.

Late applications or those sent directly to the State Solicitor's Office cannot be accepted. Applications received directly by the State Solicitor's Office will be returned to the applicant for re-submission via the WA Jobs Board.