



**DEPARTMENT OF JUSTICE  
STATE SOLICITOR'S OFFICE  
WESTERN AUSTRALIA**

**MULTI LEVEL POOL  
TEAM FOR INSTITUTIONAL  
ABUSE CLAIMS**

**INFORMATION FOR APPLICANTS**

**August 2018**

## Office Overview

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

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

Under the leadership of the State Solicitor, the Office:

- Provides legal advice.
- Conducts litigation.
- Conducts Government commercial and conveyancing matters.
- Provides representation as counsel in courts and tribunals.
- Prepares legal documents.

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, the State Solicitor's Office has a staff contingent of approximately 233, including 148 lawyers and over 85 administrative, research, paralegal and support staff.

## Team for Institutional Abuse Claims (TIAC) Overview

TIAC is a team of lawyers within the State Solicitor's Office that is principally responsible for managing any claim by a person alleging child sexual abuse, which would have been affected by a limitation period before the commencement of the *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018 (WA)*.

Those claims can be particularly challenging, both for claimants and for the lawyers who manage those claims. As a TIAC member, you would help to manage those claims appropriately and in accordance with the Western Australian Whole of Government Guiding Principles for Responding to Civil Litigation Involving Child Sexual Abuse.

The State Solicitor's Office is focused on creating a supportive work environment for all its staff. Given the nature of the work, specific measures are in place to help TIAC staff manage their wellbeing.

All TIAC members are required to devote part of their time to other work, preferably of their choosing where possible, and can draw on the experience and support of their colleagues throughout the Office.

Further, there may be opportunities for suitable candidates to transition to other areas of the Office after a period of time engaged in TIAC work.

## Employment Conditions

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.

The decision on how many offers of employment will be made, at what levels and when, will be determined by business needs.

### Term of Appointment

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

### **Remuneration**

The State Solicitor's Office has potential positions available at the following levels:

**Solicitor Level L2LG** (minimum third year post admission) \$93,548 - \$112,176 pa pro rata plus super

**Solicitor Level L3LG** \$123,885 - \$132,636 pa pro rata plus super

**Assistant State Solicitor Level L4LG** \$140,047 - \$165,719 pa pro rata plus super

### **Leave, Allowances and other Employee Entitlements**

Attractive leave and other benefits are available to the successful applicant. These benefits include four weeks annual leave per annum and generous personal leave and other benefits analogous to WA public sector conditions as prescribed under the WA *Public Service Award 1992* and the *Public Service and Government Officers CSA General Agreement 2017*.

The Award and Agreement can be accessed via the WA Department of Commerce's website at [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au).

### **Salary Packaging**

Some salary packaging arrangements may be entered into by the successful applicant in accordance with prevailing WA Government policy.

### **Eligibility for the Pool**

To be eligible for assessment for this recruitment 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 your eligibility to practise based on legal qualifications gained outside Western Australia can be directed to the Western Australian Legal Practice Board ([www.lpbwa.org.au](http://www.lpbwa.org.au));
3. You must have a minimum of two years post admission experience.

### **Criminal Record Screening**

Appointment to all positions in the State Solicitor's Office is subject to formal criminal records screening conducted by the Department of Justice. Strict safeguards and confidentiality arrangements are in place to protect the rights of all individuals screened.

## **Applications**

### **Confidentiality**

All applications will be treated in strictest confidence.

### **The Application**

Applications must be submitted in writing. The selection panel will use the written application to assist in the assessment of your skills and abilities against the work related requirements. Your application will need to demonstrate previous experience, skills, knowledge and qualifications relevant to all of the job requirements.

### **The application should consist of the following:**

- A detailed resume, including the names and contact details of at least two recent professional referees who the panel may contact to obtain information relevant to your application and to assist the selection process;
- All relevant academic transcripts (under and post graduate) and proof of admission to practice;
- A statement of no more than 5 pages outlining:
  1. The level you are applying for;
  2. Why you are interested in joining the State Solicitor's Office TIAC group, 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 the 'Work Related Requirements By Level' attachment will be assessed at some stage of the selection process.*

### **How to submit your application**

#### Online

The department's preferred option is for job applications to be lodged online through the 'current vacancies' section at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) . 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

DOJ Recruiting Branch  
Department of Justice  
GPO Box F317  
PERTH WA 6841

#### Hand Delivery

Reception (Recruitment Branch – Job Applications)  
Department of Justice  
Level 23 David Malcolm Justice Centre  
28 Barrack Street  
PERTH WA 6000

### **Late Applications**

Please note that it is your responsibility to ensure that the application is received by Department of Justice's Recruitment Branch before the nominated closing time.

Late applications cannot be considered. If you are posting your application, do it several working days before the closing date as we do not take responsibility for the postal service's failure to deliver an application before the closing date.

### **Further Information**

For any information on this excellent opportunity, please contact:

Ilse Petersen  
Adviser  
(08) 9264 1662  
[i.petersen@sso.wa.gov.au](mailto:i.petersen@sso.wa.gov.au)

For information on the recruitment process or any conditions of employment please contact:

Keith Whitehouse,  
General Manager  
(08) 9264 1897  
[k.whitehouse@sso.wa.gov.au](mailto:k.whitehouse@sso.wa.gov.au)

All requests for information will be dealt with in confidence.