



# **JOB DESCRIPTION**

LEGAL AID WESTERN AUSTRALIA

## **Solicitor**

**Specified Calling Level 1 or 2**

### **Job Description**

In addition to casework, solicitors at this level undertake activities such as legal advice and minor assistance, duty lawyer services, community legal education, alternative dispute resolution services and representation on less complex legal matters. This includes matters within various areas of the law, such as Criminal Law, Family Law, Civil Law, Family Law Care and Protection and Domestic Violence. This is a junior level practitioner role.

### **About Legal Aid Western Australia**

Legal Aid WA provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers through a network of offices, Virtual Offices, outreach locations and private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient and economical manner. Legal Aid WA reports to the State Attorney General.

### **Our Vision, Mission and Values**

#### **Vision**

Equitable access to justice to support a fair and safe community.

#### **Mission**

To assist the community by providing quality and timely legal help to those who need our assistance.

#### **Values**

**Making a difference:** We're committed to helping people understand and protect their rights.

**Client-centred:** We put clients at the centre of everything we do.

**Respect:** We care about our clients and the community in which we live.

**Innovation:** We're committed to continuous improvement

**Transparency:** We are an open and accountable organisation.

## Reporting Relationships



*\*Note – the management and staffing structures in each Division and Business Unit will vary.*

## Scope of Duties

- Undertakes activities such as casework, duty lawyer services, community legal education, alternative dispute resolution, community development, legal advice and minor assistance.
- Provides advice and representation on less complex matters.
- Liaises with external parties such as the judiciary, court staff, police, legal practitioners and other stakeholders.
- Develops and presents materials, including research and investigation to ensure that professional requirements are maintained.
- Works with some level of supervision.
- Works cooperatively in a team environment with others, including paralegals and administration staff and contributes to team goals.
- Demonstrates a flexible approach to their own professional development.
- Travels to metropolitan locations or on regional circuits to conduct outreach and provide legal advice and representation as required.
- Other duties as required.

## Selection Criteria

*If any of the criteria below are in bold only those bold criteria must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.*

### ESSENTIAL

- Ability to conduct litigation.
- **Advocacy skills.**
- Adaptable and willing to work within all Legal Aid business units. (Appointment at SC Level 2 requires post admission experience working in at least 3 areas within Legal Aid, or satisfactory evidence of a variety of experience gained as an admitted practitioner).

*Appointment to SC Level 2 requires at least 2 years post admission experience within Legal Aid or a similar working environment.*

### ESSENTIAL REQUIRED CORE COMPETENCIES

*These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.*

- **Committed to the principles of social justice.**
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- **Outcome and service focused.**

### QUALIFICATIONS / LICENCES

*It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.*

- Degree in Law or equivalent. (Essential)
- Admitted, or eligible for admission as a legal practitioner in the Supreme Court of Western Australia. (Essential)
- Valid 'C' or 'CA' Western Australia Driver's Licence. (Desirable)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate, 100 Point Identification Check and current Working with Children card (as applicable)

