

# JOB DESCRIPTION FORM

<b>Position title/number:</b>	Solicitor		
<b>Classification:</b>	Specified Calling Level 1 or 2		
<b>Division:</b>	Various *		
<b>Business Unit:</b>	Various **		
<b>Reports to:</b>	Various **		
<b>Direct reports:</b>	FTE varies **	<b>Office location:</b>	Perth

\* **Divisions:** Civil Law, Criminal Law, Family Law, Early Intervention Services, Lawyers Engagement Network.

\*\* **Note:** management and staffing structures may vary in each Division and Business Unit.

## 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 us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Client centred
- Integrity
- Making a difference
- Innovation
- Respect

## 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

*Only the criteria in bold 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 Specified Calling 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).

### Essential 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).