

# JOB DESCRIPTION FORM

<b>Position title:</b>	Graduate		
<b>Classification:</b>	General Division Level 3 to Specified Calling Level 1		
<b>Division:</b>	Criminal Law Division		
<b>Business Unit:</b>	Duty Lawyer Service		
<b>Reports to:</b>	Team Leader SC L3/4 or Managing Solicitor SC L5/6		
<b>Direct reports:</b>	0 FTE	<b>Office location:</b>	Perth

## Job Description

The Law Graduate program is for law graduates who have completed their law degree and are:

1. Undertaking an approved Practical Legal Training (PLT) course;
2. Eligible for admission to practice; or
3. Admitted to practice with generally limited experience in legal practice

Graduates will receive extensive training and undertake activities such as legal advice and discrete assistance; duty lawyer services; community legal education; and representation on less complex legal matters. Training and practice will initially be focused on criminal law matters.

## 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:

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

## Scope of Duties

- Provision of activities under relevant levels of supervision, such as: casework; duty lawyer services; community legal education; alternative dispute resolution; community development; legal advice and discrete assistance.
- Advice and representation under relevant supervision, for summary court matters and routine discrete assistance.
- Liaison with external parties such as judiciary; court staff; police; legal practitioners and other major stakeholders.
- Development and presentation of materials including research and investigation to ensure that professional requirements are maintained.
- Provision of support and information to paralegals.
- Generally works with some level of supervision.
- Works cooperatively in a team environment with others and contributes to team goals.
- Demonstrates a flexible approach to their own professional development.
- 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.**
- An ability to communicate effectively and sensitively with Aboriginal people.
- **An ability to communicate effectively and sensitively with diverse client groups.**

- Adaptable and willing to work within all Legal Aid business units, if required.

### **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.
- 'C' or 'CA' Class Western Australian Driver's licence or equivalent.

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.