

# JOB DESCRIPTION FORM

<b>Position title/number:</b>	Solicitor		
<b>Classification:</b>	Specified Calling Level 3/4		
<b>Division:</b>	Regional Services		
<b>Business Unit:</b>	Various *		
<b>Reports to:</b>	Solicitor-In-Charge (Specified Calling Level 5/6)		
<b>Direct reports:</b>	0 FTE varies	<b>Office location:</b>	Various *

\***Office locations:** Albany, Broome, Bunbury, Carnarvon, Geraldton, Kalgoorlie, Karratha, Kununurra, Perth and South Hedland.

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

## Job Description

A Solicitor at this level should demonstrate advanced experience in legal practice. At this level the Solicitor is required to provide complex legal advice; minor assistance; duty lawyer services; and/or representation on complex legal matters. A Solicitor at this level will also be developing people management skills and will be involved in the direct supervision of paralegals, graduates and junior legal staff.

## 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 such as Casework; Duty Lawyer Services; Community Legal Education; Alternative Dispute Resolution; Community Development; Legal Advice and Minor Assistance at an advanced level.
- General administrative/management component including direct supervision of paralegals, law graduates and junior practitioners, including performance management duties and development and delivery of legal training.
- Provision of advice on matters of factual and/or legal difficulty.
- Significant liaison and negotiation on matters of complexity.
- Provision of consistent legal and administrative decisions and problem solving at an advanced level, advocacy on superior court matters; and complex minor assistance matters.
- Drafts legal advices, opinions and documents of moderate complexity.
- Generally works unsupervised on day to day activities.
- Works cooperatively in a team environment with minimal supervision and contributes to team goals.
- 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**

- **Considerable post admission experience.**
- **Ability to conduct litigation.**
- **Advocacy experience.**

### **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. (Essential)

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).