

## Solicitor

Specified Calling Level 3/4 – Regions Division (79000103)  
Goldfields Regional Office (Kalgoorlie)

### 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; circuit courts involving overnight stays; 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 Legal Aid Western Australia

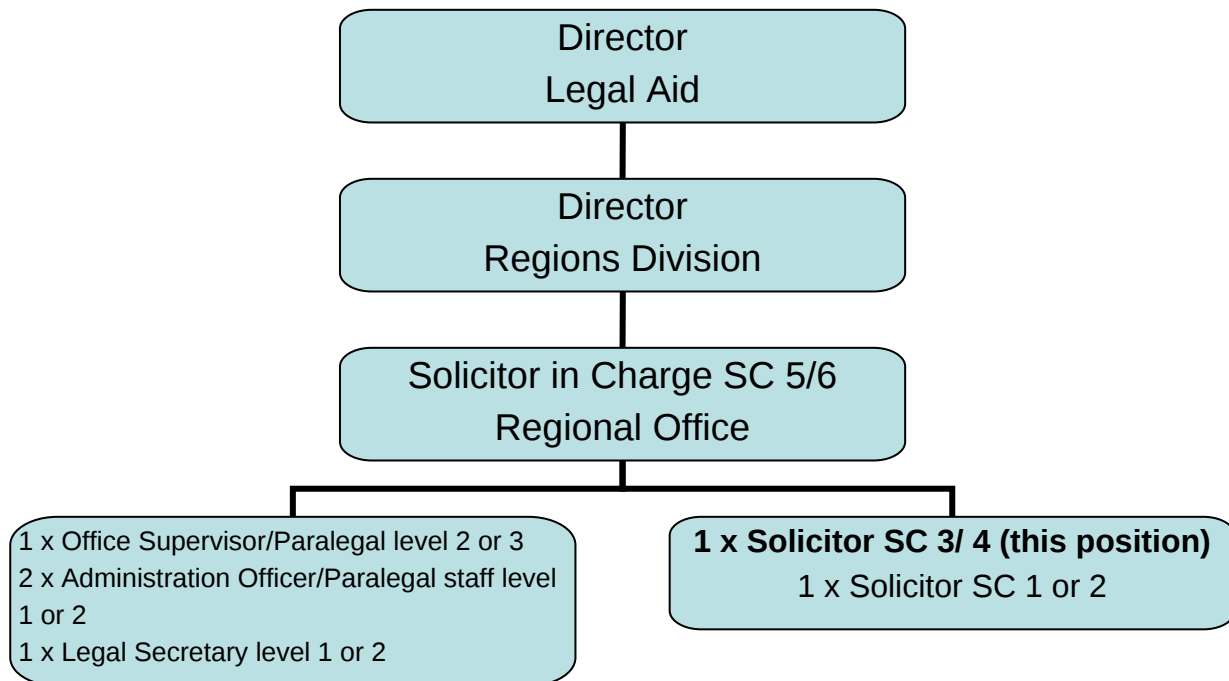
Legal Aid Western Australia provides information and resources to assist the community with their legal concerns, and offers a range of services aimed at target groups or individuals with particular legal problems. Through our regional offices and main office in Perth, and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

### Our Values

- Customer focus • Communication • Value and respect for staff • Accountability • Quality
- A vibrant and supportive culture • Value for money • Innovation and change • Integrity
- Social responsibility and social values

## Reporting Relationships



## Scope of Duties

- Provision of activities such as Casework; Duty Lawyer Services (including on circuit), 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.
- Conducts matters in the Magistrates Court, Children's Court, Family Court, District Court and some Supreme Court matters.
- Travels when required, in order to deliver the services referred to above.

## 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, preferably in Family and Criminal Law. (High Priority)**
- Ability to conduct litigation.
- Advocacy Experience.

### ESSENTIAL REQUIRED CORE COMPETENCIES

*These are essential criteria for all Legal Aid WA positions. Refer to Core Competencies Matrix in Application Guidelines.*

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

### QUALIFICATIONS

It is important that you include a summary of your qualifications in your application, along with copies of qualifications relevant to this position.

- Degree in Law or equivalent.
- Current Practising Certificate issued by the Legal Practice Board of Western Australia or eligible for admission to practice in the Supreme Court of Western Australia.
- 'C' Class Western Australian Driver's License or equivalent.

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

## Remuneration Information

### Terms, Conditions and Benefits

- Permanent contract – Full time. Regions based.
- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Specified Calling Level 3 - \$106,533 - \$117,769 gross per annum, Specified Calling Level 4 - \$121,885 - \$130,636 gross per annum
- In accordance with the Award you may be entitled to regional allowances, the value of which are subject to change and to you meeting the eligibility criteria. These allowances include:
  - A District Allowance as applicable to the locality.
  - An additional five days annual leave allowance that accrues on a pro rata daily basis from commencement of service in the locality.
  - Travel concession for annual leave covering the cost of airfares or motor vehicle allowance equivalent to the value of return air travel to Perth or Geraldton for you and your dependants upon completion of 12 months' service in the locality. (Refer to LAWA Annual Leave Travel Concession Policy).
  - Air conditioning subsidy.
- Benefits: 9.50% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1761.80 per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of “cash” and benefit items. Non-cash benefit items include: superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements.
- Family friendly work environment.
- 37.5 hour working week; four weeks Annual Leave per year; 15 days Personal Leave per year (Sick & Carer's); 2 Public Service Holidays per year; options for purchased leave arrangements.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.

### Other job related information

- Applicants to submit a written application (no more than 2 pages) and Resume, taking care to respond to the highlighted selection criteria and required core competencies set out in the Job Description.

- Start date: As soon as possible