

**Department of Justice
State Solicitor's Office**



**Job Information Package
Managing Law Clerk Level 4 Pool**

About the State Solicitor's Office

The State Solicitor's Office is the longest standing legal office in Perth having been established in 1838.

The Office is highly regarded as a leading legal service provider offering a broad range of legal services to the West Australian State Government and Ministers, and to over 120 client departments, instrumentalities and statutory corporations.

Under the leadership of the State Solicitor, the Office:

- Provides legal advice
- Conducts litigation
- Conducts government commercial and conveyancing matters
- Provides representation as counsel in courts and tribunals
- Prepares legal documents

The State Solicitor's Office also advises the Attorney General on legal matters, including those relating to law reform.

Centrally located in the Perth CBD, we have a staff contingent of approximately 148 lawyers and over 80 support staff.

Managing Law Clerk Level 4 Pool

Do you have legal experience leading and managing teams within a paralegal environment?

The State Solicitor's Office, one of WA's leading law firms, is seeking to recruit developing leaders of the paralegal industry to shoulder the responsibilities of managing day to day work within busy paralegal teams in primarily the litigation area. Potential opportunities may also become available in the Land Claim and Commercial teams during the term of this pool.

If you have experience managing within a legal team environment and have sound experience within the paralegal profession, please apply.

Those successful in gaining a position in the recruitment pool may be offered a fixed term contract of six months or less with possible extension or possible permanency.

It is important that you carefully read the role, responsibilities and work related requirements included in this information package and use the information provided to write your response.

Though you do not need to address all the work related requirements at this stage the panel will assess your suitability for the pool positions against each of them at various stages during the selection process.

What is a recruitment pool?

A recruitment pool is a merit selection process that assesses and establishes a pool of successful applicants for a fixed period (in this case for 12 months) to fill current and future vacancies.

Suitability

Though these positions do not require the occupant to hold formal qualifications it is reasonable to expect that the applicant:

- has or is undertaking some form of related study;
- is experienced in the management of teams within a legal environment;
- will have sound knowledge and experience in the management of legal matters;
- has a proven, sound working knowledge and experience in procedural law relevant to Civil Litigation.

Please note, this role does not meet the work placement requirements for a law graduate diploma in legal practice. Information on our Office's Law Graduate Program is available on the State Solicitor's pages on the Department of Justice's website (www.justice.wa.gov.au) and further information can be obtained from the Workforce Coordinator on 9264 1005.

Role description

The Level 4 Managing Law Clerk is responsible for ensuring effective working relationships are established and maintained between all members of the team including senior staff and Legal Officers. They are responsible for participating in the establishment of and managing effective teams to ensure appropriate resources and support is provided to the Legal Officers and also manage a range of difficult to complex legal files and/or provide constant paralegal assistance to senior legal officers in legal matters of a complex and sensitive nature.

Managing Law Clerk Level 4 Responsibilities

Management of Matters

- Examines client's instructions and determines appropriate action.
- Manages or assists in the management of legal files which are of a complex nature.
- Prepares a broad range of difficult to complex legal documents.
- Drafts correspondence to clients, solicitors and other parties in matters of moderate complexity or sensitivity.

- Under supervision conducts negotiations on matters of moderate complexity or sensitivity with parties.
- Appears as Advocate at Chambers, Taxation of Costs and Repayment Order hearings, and or Land Settlements.
- Assists and advises Managing Law Clerks and Legal Officers on matters relevant to the area of law or practice and procedure.
- Undertakes research, examinations, enquires and reports on paralegal and factual matters.

Accounts

- Assesses, debits and credits and ensures integrity of accounts.

Leadership

- Provides direction and support to the members of the team to achieve identified outcomes.
- Ensures effective two way communication between management and staff.

Planning

- Implements operational plans by planning and allocating workloads and resources, rostering etc.
- Collates statistics to inform the planning process.

Policy and Procedures

- Implements and ensures compliance with organisational policy and procedures.

Client Relationships

- Answers less routine enquires and correspondence.
- Provides advice and assistance to staff and clients on more complex matters.
- Provides a liaison between clients and the Legal Officer.

People and Resource Management

- Plans, schedules and controls daily work activity.
- Specifically responsible for the day to day supervision of staff including ongoing monitoring of staff performance, delegation of duties, staff development and induction of new staff.
- Provides information and administrative support on the use of resources as required.

Information and Knowledge Management

- Utilises information and knowledge effectively for the team.
- Assist in the provision of ongoing training and/ or information sessions on practice and procedural law within area of expertise.

Cultural Change

- Creates a team environment that supports a positive and innovative organisational culture.
- Establishes and maintains an effective, committed workplace team. Manages and implements change.

Continuous Improvement

- Identifies and implements opportunity for continuous improvement within the team.
- Reviews and improves processes, environment and systems.

Corporate Citizenship

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.
- Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

Managing Law Clerk Level 4 Work related requirements

Essential Skills

- The ability to interpret and apply legislation.
- Communication: verbal, interpersonal, negotiation.
- The ability to draft relevant complex/difficult legal documents.
- The ability to undertake effective research in the management of complex/difficult legal matters.
- Organisation skills.
- The ability to effectively manage people and resources.

Essential Knowledge / Experience

- Good working knowledge and experience in relevant procedural law.
- Knowledge and experience in the management of legal matters

Qualifications (Highly Desirable)

- Possession of or the equivalent to a Diploma in Justice or Legal Studies.

For further Information

Please contact Eugene Ashe, Senior Managing Law Clerk on 9264 1877 if you would like further information on this role.

To apply for this position

To apply please provide:

- A cover letter of no more than two (2) A4 pages outlining your:
 - Ability to draft relevant complex / difficult legal documents;
 - Ability to effectively manage people and resources within a legal environment; and

- your knowledge and experience in the management of legal matters and relevant procedural law.
- A current resume providing details of your paralegal and management experience along with the contact details of two current referees.

All work related requirements as listed in the application package will be assessed at some stage of the selection process.

Successful applicants will be placed in a recruitment pool from which offers of employment for this and other similar positions may be made over the next twelve months.

How to submit your application

Online

The department's preferred option is for job applications to be lodged online through the 'current vacancies' section on our website. You will receive an electronic receipt confirming your application has been submitted.

If you do not have access to the internet, you can apply by post. You will need to complete a hard copy 'Application for Vacancy' form. Do not put applications in plastic sleeves or cardboard binders. Include your name on all submitted documents.

Send applications (marked Confidential Advertised Vacancy) by:

Post

HR & Payroll Services
Human Resources
Department of Justice
GPO Box F317
PERTH WA 6841

Hand Delivery

Reception (HR & Payroll Services)
Department of Justice
Level 23 David Malcolm Justice Centre
28 Barrack Street
PERTH WA 6000