

Solicitor

Specified Calling Level 1 or 2
South Hedland Regional Office

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. There is also a requirement to travel regularly with the Magistrates Court circuit, both by road and by light aircraft. This is a junior level practitioner role.

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.

Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community

Mission

To assist the community by providing quality and timely legal help to those who need our assistance

Core Values

Making a difference We are committed to helping people understand and protect their rights

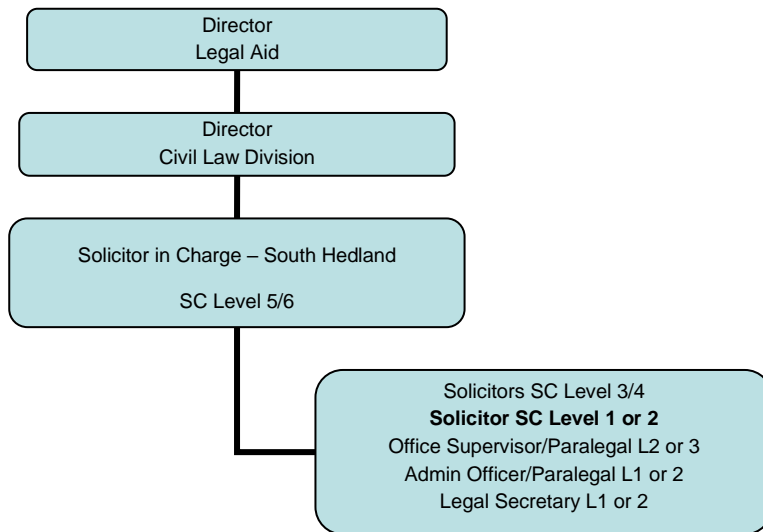
Client-centred We put clients at the centre of everything we do

Respect We care about our clients and the community in which we live

Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

Reporting Relationships



Reporting structure and FTE may vary depending on the location.

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 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 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. (High Priority)**
- **Advocacy Skills. (High Priority)**
- Adaptable and willing to work within all Legal Aid business units.
(Appointment at SC 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).

Appointment to SC Level 2 requires at least 2 years post admission experience within Legal Aid or a similar working environment.

- Demonstratable ability to communicate sensitively with Aboriginal people.
- Current driver's licence and an ability to travel to remote areas, including by light aircraft, as required.

ESSENTIAL REQUIRED CORE COMPETENCIES

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

- Committed to the principles of social justice.
- **Values people, partnership and teamwork. (High Priority)**
- Willingness to learn and share knowledge with others.
- 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. (Essential)
- 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. (Essential)
- 'C' or 'CA' Class Western Australian Driver's Licence or equivalent. (Essential)

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 Full Time
- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Service and Government Officers CSA General Agreement 2017.
Specified Calling Level 1 - \$79,164 - \$91,345 gross per annum.
Specified Calling Level 2 - \$93,548 - \$103,179 gross per annum.
- In accordance with the Award and Agreement staff based in Regional areas may be entitled to the following allowances:
 - A District allowance 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.

Allowances are subject to eligibility and the terms of the Award and Agreement.

- 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.
- Air conditioning subsidy
- Subsidised housing may be offered in some locations.
*subject to conditions.
- 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.
- 37.5 hour working week.
- Leave entitlements include four weeks annual leave, personal leave, long service leave after 7 years. Options to purchase leave may be available.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.