

## Solicitor

### Specified Calling Level 3/4 – Family Law Division

#### Perth Office

### 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 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 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.

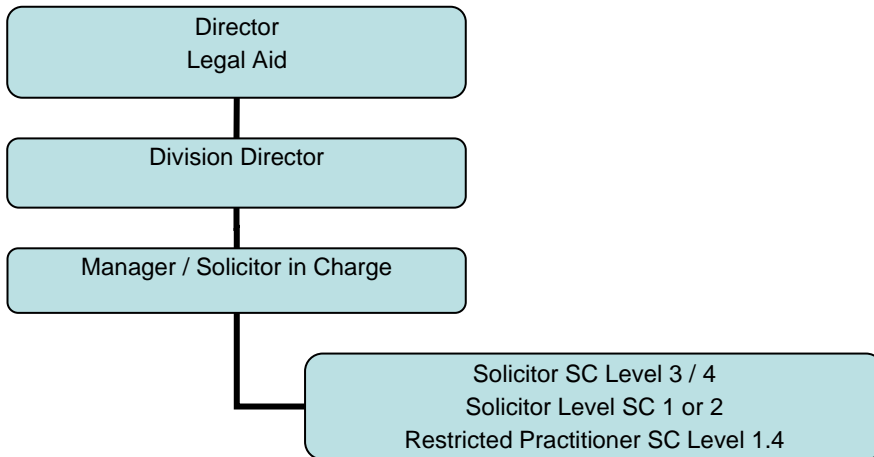
#### Values

Making a difference: We're committed to helping people understand and protect their rights.

Client-centered: We put clients at the centre of everything we do.

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

## Reporting Relationships



## Scope of Duties

- Provision of activities such as Casework; but not limited to including court representation at all court events in the Family Court of WA; 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 of WA and the Family Court of WA.

## Selection Criteria

### ESSENTIAL

- **At least 4 – 6 years of post-admission experience, with the majority being family law related.**
- **Advocacy Experience.**
- **Ability to conduct litigation including extensive Court appearance 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.**

### DESIRABLE

- Qualified independent children's lawyer.
- Experience in property division.

### 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.
- Admitted, or eligible for admittance as a legal practitioner in the Supreme Court of Western Australia

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

## Terms, Conditions and Benefits

- Full time, Part-time, Permanent, Fixed term - Pool Recruitment (Perth CBD)
- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Sector CSA Agreement 2021.
- Specified Calling Level 3 - \$111,533 - \$122,969 gross per annum, Specified Calling Level 4 - \$126,885 - \$135,636 gross per annum
- Benefits: 10% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1815.47 per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA can 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, including a dedicated Family Room.
- Modern, recently refurbished office space.
- 37.5 hour working week; four weeks Annual Leave per year; 15 days Personal Leave per year (Sick & Carer's); up to 3 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.
- Social Club, which operates from the Perth Office.