

Solicitor

Specified Calling Level 3/4 – Early Intervention Services 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. This includes matters within various areas of the law, such as criminal law, family law, civil law, care and protection and family violence.

This role requires the Solicitor to develop and deliver Community Legal Education and training to target groups and work with the Director of the Early Intervention Services Division on special projects.

A Solicitor at this level will also play an active role in the mentoring and direct supervision of volunteers, 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.

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

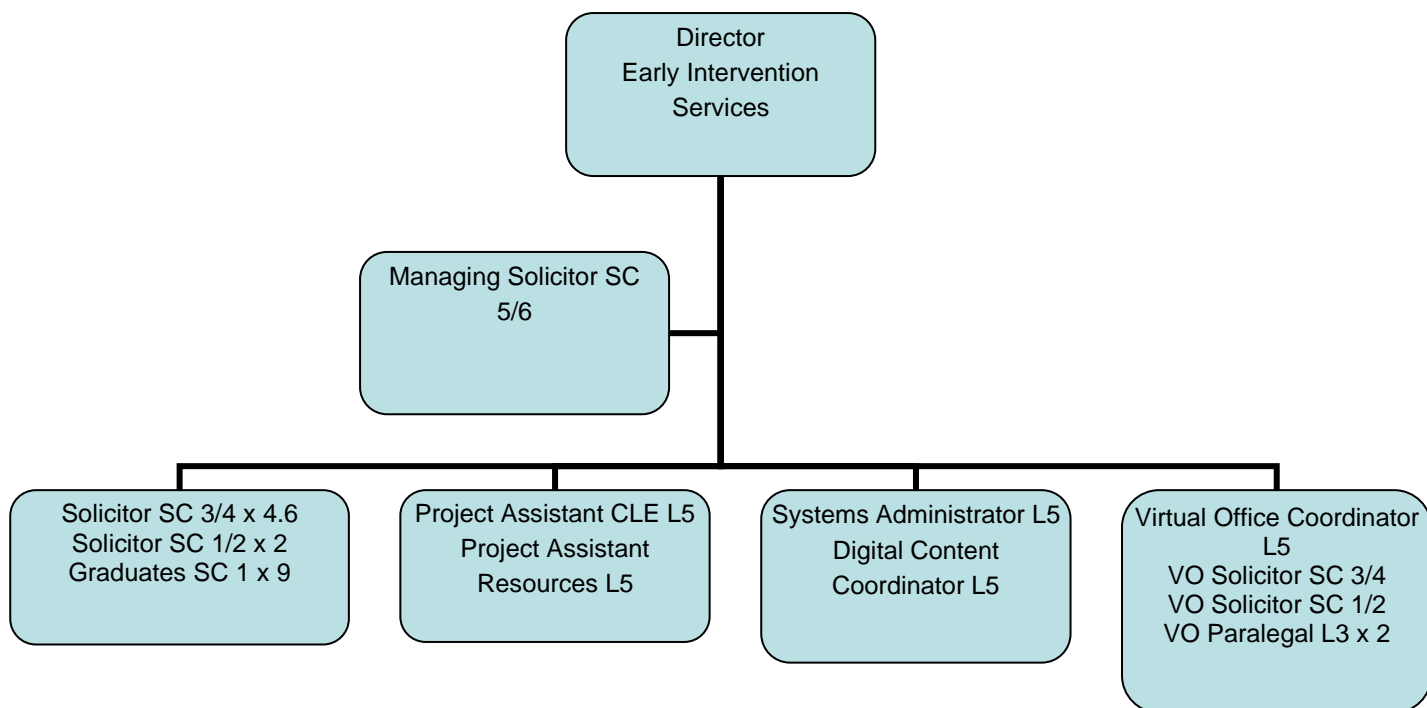
Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

DMS: 1358960 V2

Reporting Relationships

Legal Practice Development



Scope of Duties

- Undertakes activities such as casework; community legal education; duty lawyer services, alternative dispute resolution; community development; legal advice and minor assistance at an advanced level.
- General administrative/management component including direct supervision of volunteers, paralegals, law graduates and junior practitioners, including performance management duties and development and delivery of legal training.
- Develops and delivers community legal education services and training.
- Develops and updates legal resources.
- Provides high level project support to the Director of Early Intervention Services.
- Provides advice on matters of factual and/or legal difficulty.
- Significant liaison and negotiation on matters of complexity.
- Provides 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.
- Liaises with external parties such as the judiciary, legal practitioners, community legal service providers, community groups and associations, government agencies and other stakeholders.
- Generally works unsupervised on day to day activities.
- Works cooperatively in a team environment with minimal supervision and contributes to team goals.

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Selection Criteria

ESSENTIAL

- **Considerable post admission experience. (High Priority)**
- Ability to conduct litigation.
- Advocacy skills and experience.
- Highly developed interpersonal skills which support your ability to build and sustain positive relationships with stakeholders.
- **Highly developed oral and written communication skills, including the ability to communicate in plain English. (High Priority)**
- **Ability to develop and deliver legal training, including the ability to motivate, empower and develop others. (High Priority)**

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for all appointment to 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. (High Priority)
- Outcome and service focused.

QUALIFICATIONS / LICENSES

- Degree in Law or equivalent.
- Admitted, or eligible for admittance as a legal practitioner in the Supreme Court of Western Australia. **(Essential)**
- 'C' or 'CA' Class Western Australian Driver's license or equivalent. **(Desirable)**
- Certificate IV in Training and Assessment **(Desirable)**

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate, 100 Point Identification Check and current Working with Children card (if applicable).

Remuneration Information

Terms, Conditions and Benefits

- 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. 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 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, including a dedicated Family Room in the Perth office.
- Brand new office space and access to end of trip facilities and bicycle parking.
- 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.