

Solicitor

Specified Calling Level 1 or 2 - Civil Law Division

Job Description

In addition to casework, solicitors at this level undertake activities such as legal advice and minor assistance, community legal education, alternative dispute resolution services and representation on less complex legal matters. This includes aspects of civil law legal assistance. 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



**Note – the management and staffing structures in each Division and Business Unit will vary.*

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 the 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 to metropolitan locations or 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.**
- **Advocacy skills (including both oral and written advocacy).**
- 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.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential selection criteria for appointment to 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.**
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

QUALIFICATIONS

- Degree in Law or equivalent. (Essential)
- Admitted, or eligible for admission as a legal practitioner in the Supreme Court of Western Australia. (Essential)
- Valid 'C' or 'CA' Western Australia Driver's Licence. (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 (as 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 1 - \$82,164 - \$94,345 gross per annum
Specified Calling Level 2 - \$96,548 - \$106,179 gross per annum
- 10% employer superannuation contributions paid to GESB or the superannuation scheme of your choice.
- Annual Leave Loading up to a maximum of \$1815.47 gross 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 located at the Perth Office.
- Modern office space. End of trip facilities are available in most locations.
- 37.5 hour full time 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.
- Social Club, which operates from the Perth Office.