

Criminal Law Solicitor

Specified Calling Level 1 or 2

South West Regional Office (Bunbury)

Job Description

As part of the legal team based at the busy South West Regional office, this junior practitioner position contributes to the provision of quality client centred legal services in the criminal law practice area. Solicitors at this level undertake activities such as South West Magistrates and Children's Courts duty lawyer services in Bunbury, Busselton, Manjimup, Collie, Harvey, and Margaret River; legal advice and minor assistance; prison visits; community legal education; stakeholder engagement; and an element of casework for representation on less complex legal matters, mostly summary matters.

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

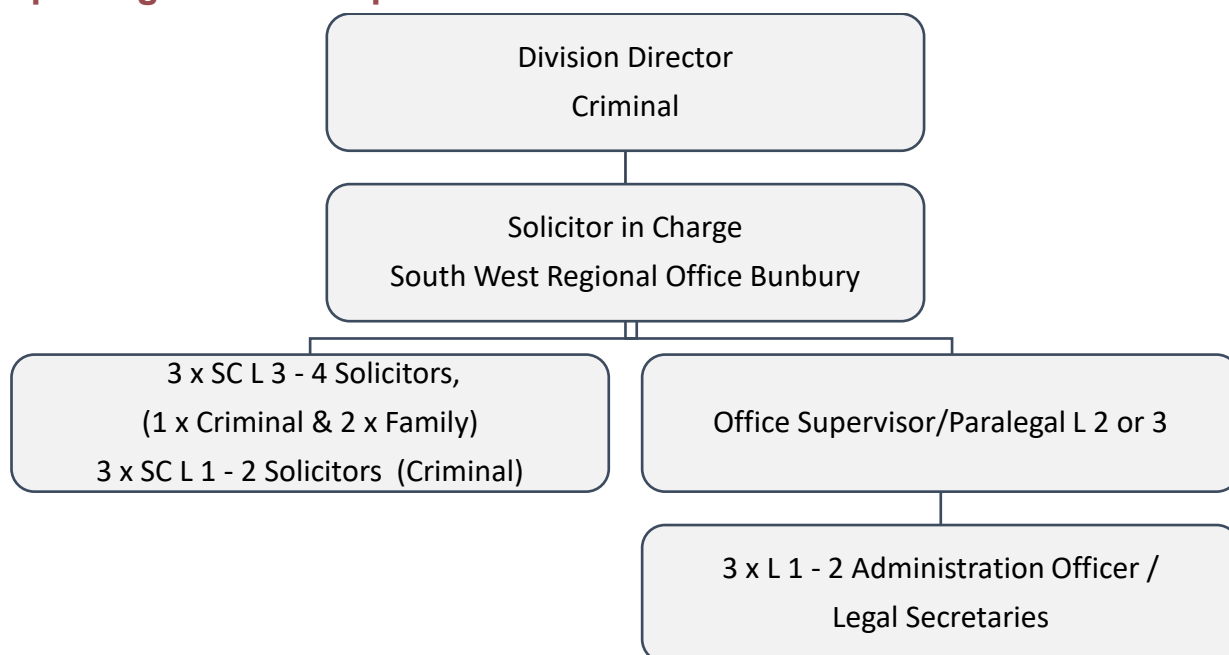
Client-centred We put clients at the centre of everything we do

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

- Legal practice focus is DUTY LAWYER SERVICES –
 - Provide in person advice and court appearances in Magistrates and Children’s Court criminal jurisdiction in Bunbury and driving by road (often solo) to Busselton, Manjimup, Collie, Harvey, and Margaret River.
 - Includes legal advice before court; remand prison eVisits; and follow up discrete assistance through legal advice, minor assistance, and legal tasks (advocacy and negotiations), bail support, and remand advocacy services.
- LEGAL ADVICE Bureau / MINOR ASSISTANCE Plan (LAB/MAP) Appointments including follow up Legal Tasks.
- PRISON “In reach” VISITS (in person, phone, and video link ups).
- REPRESENTATION SERVICES - CASE WORK includes small criminal jurisdiction file loads for less complex legal matters, mostly summary matters.
- STAKEHOLDER ENGAGEMENT - Liaise and build positive working relationships and collaboration with external parties such as the judiciary, court staff, police, legal practitioners, other legal assistance sector providers, community corrections, juvenile justice, prison officers, and other referral partners.
- Involvement in COMMUNITY LEGAL EDUCATION.

- Provide advice and representation on less complex legal matters.
- Work with some level of supervision.
- Work cooperatively in a team environment with others, including paralegals and administration staff and contributes to team goals.
- Demonstrate a flexible approach to their own professional development.
- Actively participate in team planning, service improvement and skill development activities.
- Other duties as required.

Selection Criteria

ESSENTIAL

- Relevant experience in advising, assisting, and representing clients charged with criminal offences including court appearance experience.
- Advocacy skills and ability to conduct litigation.
- An ability to communicate effectively and sensitively with diverse client groups.

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 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.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

QUALIFICATIONS / LICENCES

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- Degree in Law or equivalent. **(Essential)**
- Admitted, or eligible for admission as a legal practitioner 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

- 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
- Benefits: 10.5% 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 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.
- 37.5 hour working week; four weeks Annual Leave per year; 15 days Personal Leave per year (Sick & Carer’s); 3 Public Service Holidays per year; options for purchased leave arrangements.
- Fully subsidised annual CPD training. In addition, learning and professional development and study leave opportunities are available.