

Family Law Solicitor

Specified Calling Level 3 or 4 (Position Number 75000104)

South West Regional Office (Bunbury)

Job Description

As part of the legal team based at the busy South West Regional office (SW LAWA), this experienced practitioner position contributes to the provision of quality client centred legal services in the family law practice area. The legal practice focus is representation services; more complex legal advice and minor assistance services; as well as contributing to duty lawyer services, stakeholder engagement, and community legal education activities. At this level a Solicitor is required to manage their own files with minimal supervision; take carriage of matters involving complex circumstances, factual or legal difficulty; conduct litigation up to and including trial; attend mediations and appear in a range of courts. The role includes supporting less experienced lawyers and paralegals to build their capabilities. Subject to team composition, there are opportunities to develop leadership, people management, or service planning skills.

About SW LAWA Family Law Practice Area

The SW inhouse Family Law Practice area provides a range of legal services for parties involved in matters and proceedings relating to:

- **Family Law - Family Court & Dispute Resolution** (Children's Matters, Property Settlement).
- **Protection and Care - Children's Court & Pre-Birth Planning.**
- **Family Violence / Restraining Order - Children's and Magistrates Courts** (applicants or respondents).

Legal Representation Services (Casework). Under a grant of aid (subject to grant guidelines):

- Family, Children's, and Magistrates Courts appearances, including for conferences, directions, mentions, defended or interim hearings, and trials (Bunbury and circuits*).
- Advocacy and negotiations - with private practitioners, Department for Child Protection and Family Support, or other agencies.
- Dispute Resolution Conferences, pre-birth meetings, or mediation conferences and processes.
- Family Violence Cross-Examination of Parties**
- Independent Children's Lawyers** in family law proceedings.
- Child Representatives** in child protection proceedings.

Dispute Resolution Services** in family law and child protection matters.

Legal Advice and Legal Tasks Services (Discrete assistance):

- Appointments at SW LAWA office**, prison visits, community locations, or over the phone.
- Follow up minor assistance (advice, advocacy, applications, and document preparation).

Duty Lawyer Services: Initial assistance for people who cannot afford a lawyer, or do not have a lawyer for their court appearances. It may include follow up legal advice and minor assistance.

- Parenting and Children's issues in Family Court of WA ([Bunbury**](#)).
- Restraining Orders in Magistrates Court (Bunbury** and circuits*).
- Restraining Orders and Protection in Children's Court - (Bunbury and circuits*).

Community Legal Education Resources, Information or Referral Services are provided to the public in circumstances where they do not meet eligibility for services, there is not capacity to provide the service, or another legal or non-legal service provider is more appropriate.

* Circuit travel is driving by road (solo) to Busselton, Collie, Manjimup, Harvey and Margaret River.

**Joined up services provided collaboratively with Legal Aid WA Family Law Division Perth based solicitors. Family Advocacy Support Service (FASS) and Domestic Violence Legal Unit (DVLU) solicitors travel to SW LAWA office from Perth to provide outreach services to women for legal advice and duty lawyer services relating to family violence matters, and those with family law problems who are affected by family violence.

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

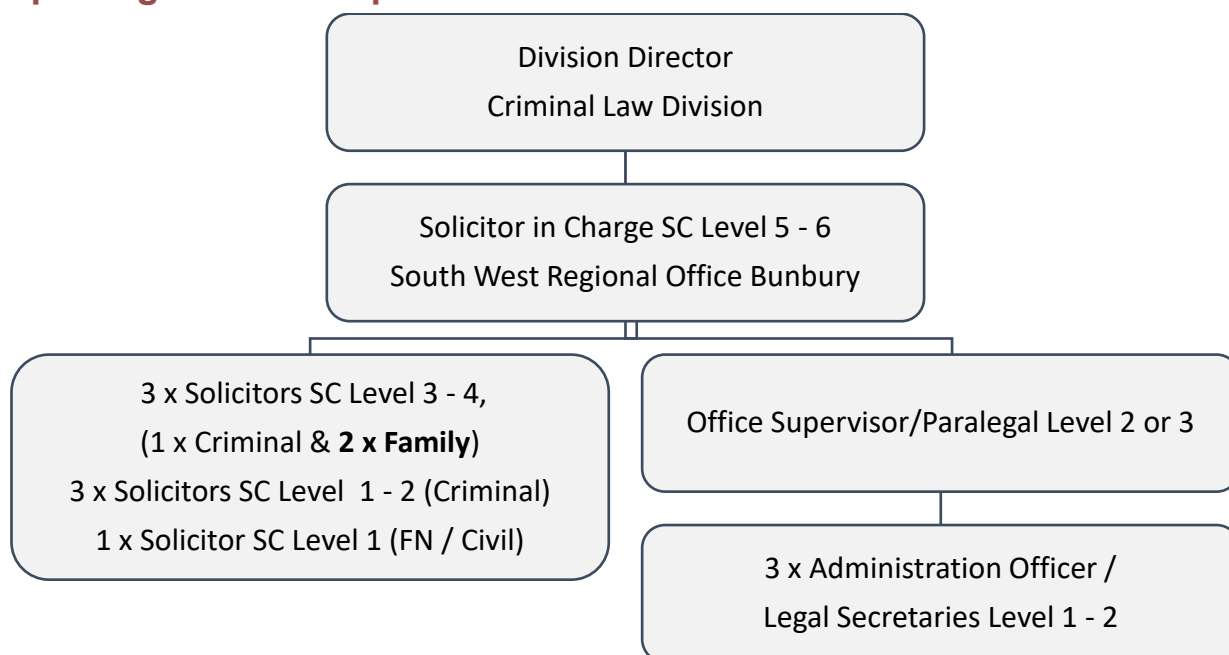
Client-centred We put clients at the centre of everything we do

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

- Provide Family Law Practice services to people experiencing vulnerability and disadvantage.
 - Legal representation services (casework),
 - More complex legal advice and minor assistance services (discrete assistance), as well as
 - Contributing to duty lawyer services (including on circuit), stakeholder engagement and community legal education activities.
- Conduct matters without supervision: in the Magistrates, Children's, and Family Courts of WA; and Dispute Resolution or other mediation conferences.
- Provide advice and representation on matters of factual and/or legal difficulty and/or involving complex circumstances.
- Conduct significant liaison and negotiation on matters of complexity.
- Draft legal advice, opinions, and documents of moderate complexity for client matters and responses to law and legal services reform.
- Work with minimal supervision on day-to-day activities - manage own files; be flexible and show initiative in planning and prioritising high workload demands; manage competing demands to balance services provided; meet performance standards; focus on positive client outcomes and efficient use of resources.

- Foster collaborative relationships with internal / external stakeholders and key partners (courts, private practitioners, other legal assistance sector providers, legal and non-legal community-based advice, and social support services) to improve access to justice, enhance referral pathways, and collectively deliver responsive legal assistance services throughout SW.
- Support less experienced lawyers and paralegals to build their capabilities and capacity, including assisting with the development and delivery of training.
- Subject to team composition, involves opportunities to develop leadership, people management, and service delivery planning skills including direct supervision of paralegals, law graduates (PLT) and restricted practitioners.
- Travel when required, in order to deliver services (generally drive-in, drive-out with no overnights).
- Work cooperatively in a team environment and contribute to team goals.
- Actively participate in team planning, service improvement and skill development activities.
- Maintain and enhance own professional competence and demonstrate a flexible approach to own professional development.
- Other duties as required.

Selection Criteria

ESSENTIAL

- At least 4 – 6 years of post-admission experience, with the majority being family law related.
- Demonstrated advocacy and negotiation experience.
- Demonstrated ability to conduct litigation without supervision, including court appearance experience.
- Demonstrated ability to communicate effectively and sensitively with diverse client groups.

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.

DESIRABLE

- Qualified Independent Children’s Lawyer.
- Experience providing legal services to disadvantaged people.
- Experience in property division.

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)**
- 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

- 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: 10.5% 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 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.
- 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.