

## **Regional Law Graduate**

### **General Division Level 3 to Specified Calling Level 1**

#### **Perth and Regional Office**

### **Job Description**

The Regional Law Graduate program is for law graduates who have completed their law degree and either:

1. Have not yet completed an approved Practical Legal Training (PLT) course or been admitted to practice; or
2. Have been admitted to practice with generally limited experience in legal practice.

This two year program involves an initial period of training in our Perth office, including an approved Practical Legal Training (PLT) course if applicable, organised and funded by Legal Aid WA. Following admission and successful completion of the training program (approximately 6 - 8 months), graduates will be relocated by Legal Aid WA to one of our 7 regional offices: Kununurra, Broome, Hedland, Geraldton, Kalgoorlie, Bunbury or Albany.

In the regional office, graduates will undertake activities such as legal advice and minor assistance; duty lawyer services; community legal education; and representation on less complex legal matters. Training and practice will initially be focused on criminal law matters, however this will expand to include family and civil law matters over the course of the program, depending on regional office requirements.

Once relocated to the regions, there is a requirement to travel regularly with the Magistrates Court circuit, both by road and by light aircraft.

### **About Legal Aid Western Australia**

Legal Aid Western Australia is passionate about providing information and resources to assist the community with their legal concerns and offers a range of services aimed at target groups or individuals with 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

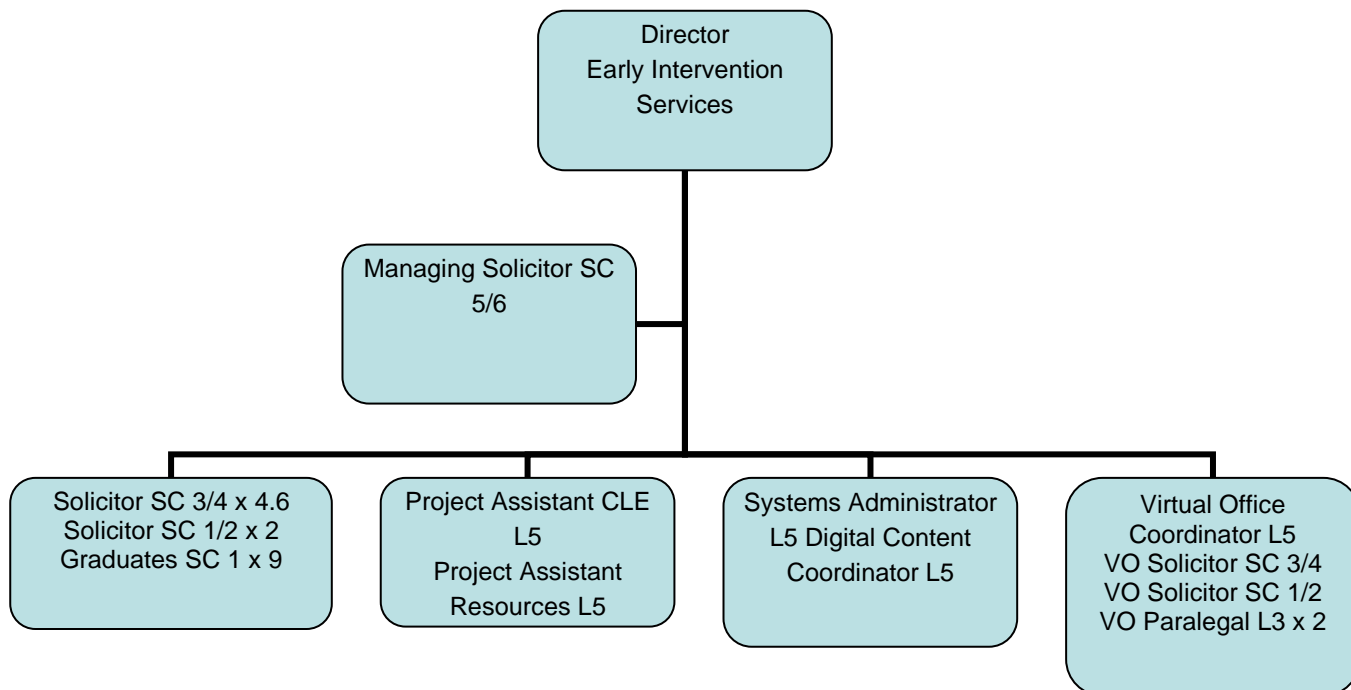
**Client-centred** We put clients at the centre of everything we do

**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



## Scope of Duties

- Provision of activities under relevant levels of supervision, such as: casework; duty lawyer services; community legal education; alternative dispute resolution; community development; legal advice and minor assistance.
- Advice and representation under relevant supervision, for summary court matters and routine minor assistance.
- Liaison with external parties such as judiciary; court staff; police; legal practitioners and other major stakeholders.
- Development and presentation of materials including research and investigation to ensure that professional requirements are maintained.
- Provision of support and information to paralegals.
- Generally works with some level of supervision.
- Works cooperatively in a team environment with others and contributes to team goals.
- Demonstrates a flexible approach to their own professional development.

- Travels 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.**
- An ability to communicate effectively and sensitively with Aboriginal people.
- **An ability to communicate effectively and sensitively with diverse client groups.**
- Adaptable and willing to work within all Legal Aid business units.
- Ability and willingness to live and work in regional Western Australia and travel to remote areas, including by light aircraft, as required.

### 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/LICENSES

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.
- 'C' or 'CA' Class Western Australia Driver's license or equivalent.

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 2022.

Remuneration effective 13 June 2023:

Paralegal General Division Level 3 (3.1): \$79,156 gross per annum prior to admission.

Specified Calling Level 1 (1.2 – 1.5): \$79,857 - \$95,802 gross per annum following admission.

Subject to satisfactory performance review, Graduate salary progression is as follows:

*For graduates not yet admitted*

Paralegal General Division L3.1 (\$79,156) – on commencement

SCL 1.4 (\$88,424) – following successful completion of graduate training program, admission to practice in the Supreme Court of Western Australia and relocation to regional office

SCL 1.5 (\$95,802) – following further 12 months service with satisfactory performance (annual increment)

*For admitted graduates*

SCL 1.2 (\$79,857) – on commencement

SCL 1.4 (\$88,424) – following successful completion of graduate training program and relocation to regional office

SCL 1.5 (\$95,802) – following further 12 months service with satisfactory performance (annual increment)

- In accordance with the Award and Agreement staff based in Regional areas may be entitled to the following allowances:
  - A District allowance applicable to the locality.
  - An additional five days annual leave allowance that accrues on a pro rata daily basis from commencement of service in the locality.
  - Travel concession for annual leave covering the cost of airfares or motor vehicle allowance equivalent to the value of return air travel to Perth or Geraldton for you and your dependants upon completion of 12 months' service in the locality.

Allowances are subject to eligibility and the terms of the Award and Agreement.

- Benefits: 10.5% 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.
- Air conditioning subsidy
- Subsidised housing may be offered in some locations.  
\*subject to conditions.
- 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.
- 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.