

Solicitor

Specified Calling Level 3/4 – Broome Regional Office Business Services Division

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; circuit courts involving overnight stays; and/or representation on complex legal matters. A Solicitor at this level will also be developing people management skills and will be involved in the direct supervision of 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

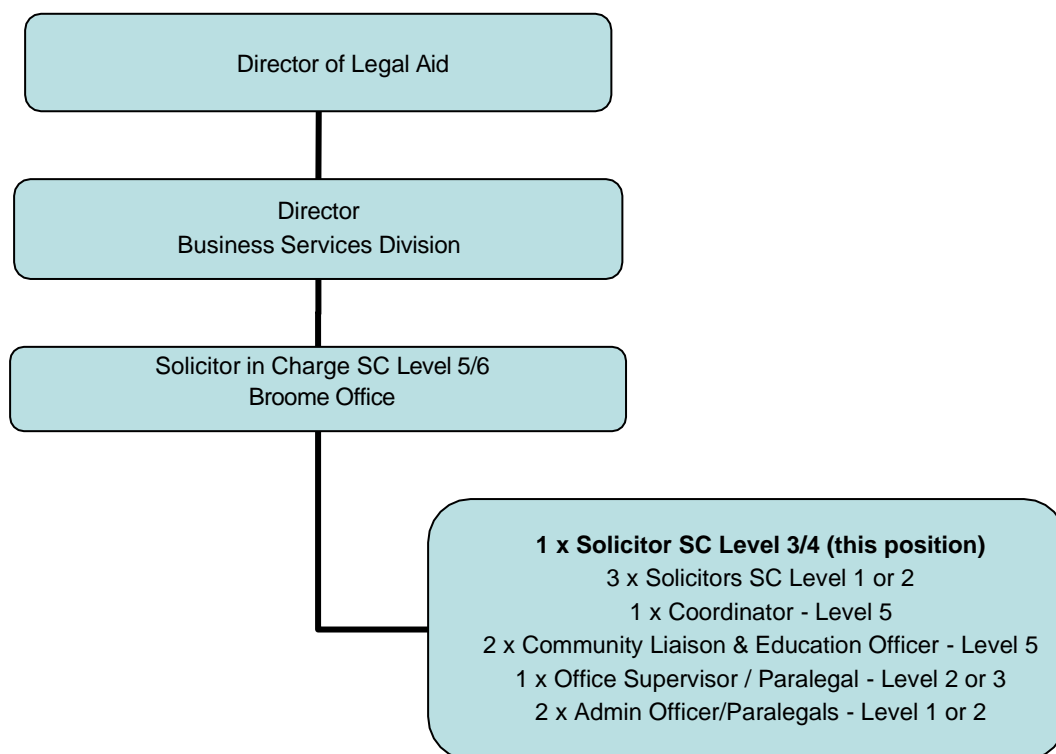
Client-centred We put clients at the centre of everything we do

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

Reporting Relationships



Scope of Duties

- Provision of activities such as Casework; Duty Lawyer Services (including on circuit), Community Legal Education; Alternative Dispute Resolution; Community Development; Legal Advice and Minor Assistance at an advanced level.
- General administrative/management component including direct supervision of paralegals, law graduates and junior practitioners, including performance management duties and development and delivery of legal training.
- Provision of advice on matters of factual and/or legal difficulty.
- Significant liaison and negotiation on matters of complexity.
- Provision of 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.
- Generally works unsupervised on day to day activities.
- Works cooperatively in a team environment with minimal supervision and contributes to team goals.
- Conducts matters in the Magistrates Court, Children's Court, Family Court, District Court and

some Supreme Court matters.

- Travels when required, in order to deliver the services referred to above.

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

- **Considerable post admission experience, preferably in Family and Criminal Law. (High Priority)**
- **Ability to conduct litigation.**
- Advocacy Experience.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for all Legal Aid WA positions. Refer to Core Competencies Matrix in 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

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.
- 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.
- 'C' Class Western Australian Driver's Licence or equivalent.

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.