

## **Solicitor in Charge – Dispute Resolution**

**Specified Calling Level 5/6 – 37.5 hours per week – Family Law Division – (11600101)  
Perth Office**

### **Job Description**

Co-ordinates and manages the Family Dispute Resolution (FDR) and Signs of Safety Pre-Hearing Conference (SOS PHC) programs throughout Western Australia, acts as a Senior FDR Chairperson and SOS PHC Convener and provides high level FDR and SOS PHC advice, information and support to internal and external stakeholders with a view to maintaining a quality dispute resolution service to clients in the community.

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

Legal Aid WA provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers through a network of offices, Virtual Offices, outreach locations and private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient and economical manner. Legal Aid WA reports to the State Attorney General.

### **About The Dispute Resolution Centre**

The Dispute Resolution Centre co-ordinates the FDR program and the SOS PHC program throughout Western Australia utilizing a combination of face to face, telephone and video link up facilities.

The FDR Program focuses on identification and screening of potential FDR participants and referral to the program at both early and late intervention stage with participants being legally represented.

The DR centre also co-ordinates the SOS PHC program which combines elements of the LAWA FDR model with the Child Protection and Family Services (CPFS) SOS risk assessment framework for families referred from child protection proceedings in the Children's Court.

### **Our 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.

## Values

**Making a difference:** We're committed to helping people understand and protect their rights.

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

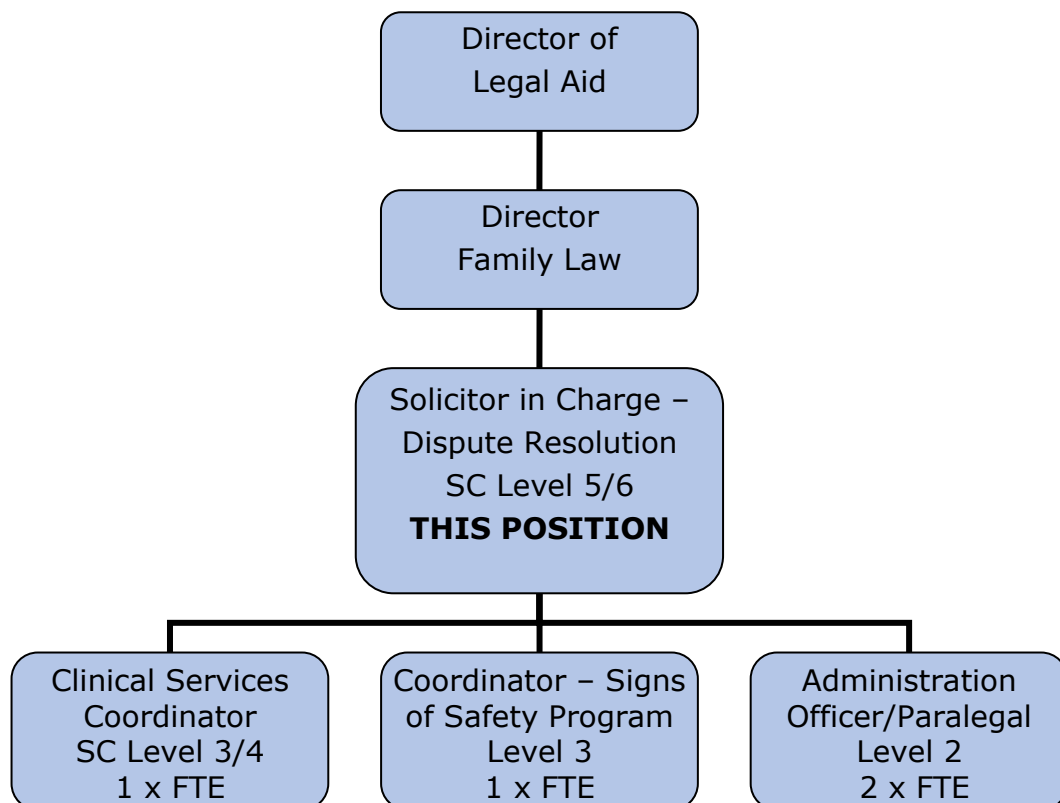
**Respect:** We care about our clients and the community in which we live.

**Innovation:** We're committed to continuous improvement

**Transparency:** We are an open and accountable organisation.

## Reporting Relationships

### Dispute Resolution Centre



## Scope of Duties

These will include:

- Co-ordinates the Family Dispute Resolution and Signs of Safety Pre-Hearing conferences throughout Western Australia utilising a combination of face to face, telephone and video link up facilities.
- Designs and collaborates in the delivery of training in:
  - (i) the FDR programs for staff practitioners and FDR Chairpersons on the panel;
  - (ii) the SOS PHC program for LAWA and CPFS staff, practitioners and SOS PHC conveners.
- Responsibility for the day to day management of the DR centre including:
  - a) The ongoing development of standards, policies, procedures and materials for FDR and SOS PHC service;
  - b) Management and leadership of the DR team to ensure delivery of a high quality DR service.
  - c) Liaison with internal and external providers of FDR services to improve referral processes and service delivery;
  - d) Liaison with CPFS and Children's Court to improve SOS service delivery;
  - e) Maintains effective liaison with Client Services staff and monitors FDR and SOS PHC expenditure to ensure costs are contained within budget;
  - f) The development and implementation and ongoing management of Child Inclusive processes in FDR and SOS PHC.
- Other duties as required.

## Selection Criteria

*If any of the criteria below are in bold only those bold criteria 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**

- Admitted to practice in Western Australia with considerable post admission experience in a range of family law matters.
- Registration as a Family Dispute Resolution Practitioner.
- **Knowledge and understanding of professional practice standards, issues and trends relating to family dispute resolution practices and family law including child protection.**

- **Ability to liaise with internal and external providers of legal assistance and FDR services to improve referral processes and service delivery.**
- **Recent experience in chairing property and parenting matter (family dispute resolution) conferences.**
- Understanding of the dynamics of family violence.
- Excellent oral and written communication skills with an ability to communicate effectively with Legal Aid WA clients.

## **ESSENTIAL REQUIRED CORE COMPETENCIES**

*These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.*

- Committed to the principles of social justice.
- **Values people, partnership, and teamwork. (High Priority)**
- Willingness to learn and share knowledge with others.
- **Outcome and service focused. (High Priority)**

## **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.
- 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. **(Desirable)**
- National Police Clearance.

