



JOB DESCRIPTION

LEGAL AID WESTERN AUSTRALIA

Solicitor

Specified Calling Level 3/4

Perth Office

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; 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 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.

Values

Making a difference We are committed to helping people understand and protect their rights.

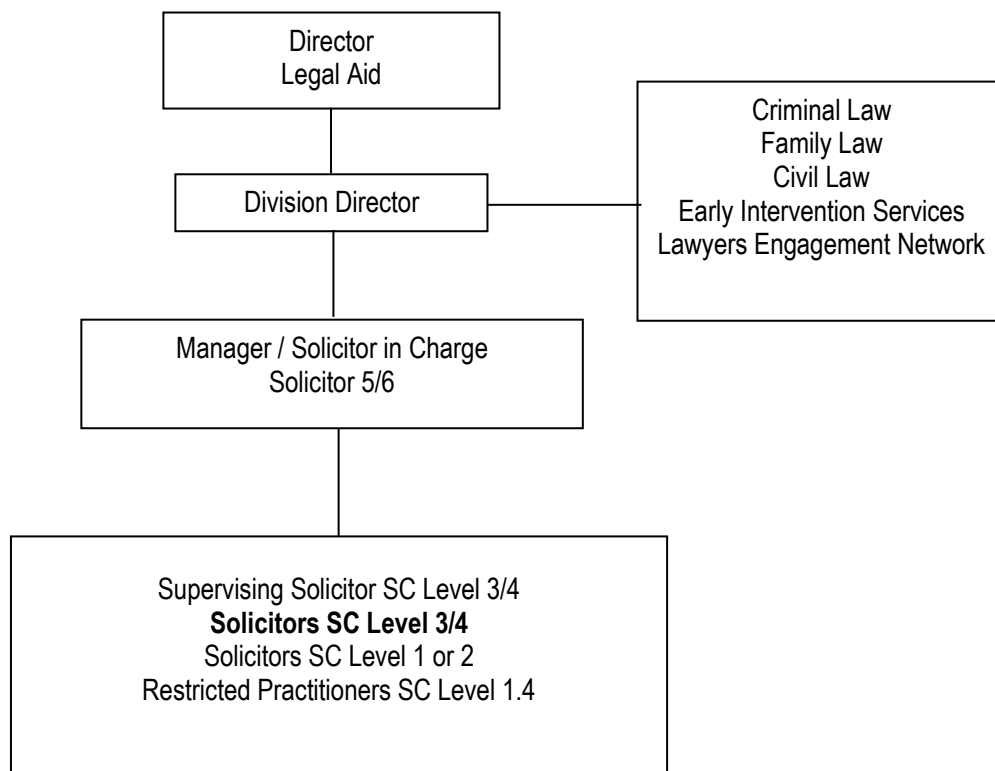
Client-centred We put clients at the centre of everything we do.

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



**Note – the management and staffing structures in each Division and Business Unit may vary*

Scope of Duties

- Provision of activities such as Casework; Duty Lawyer Services; 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.
- 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

- Considerable post admission experience.
- Ability to conduct litigation.
- Advocacy experience.

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.
- 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.
- Admitted, or eligible for admittance as a legal practitioner in the Supreme Court of Western Australia.
- 'C' or 'CA' Class Western Australian Driver's licence or equivalent.

