

## **Regional Law Graduate**

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

**Perth and Regional Offices**

### **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, South Hedland, Geraldton, Kalgoorlie, Bunbury or Albany.

In the regional office, graduates will undertake activities such as legal advice and discrete 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 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.

## 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

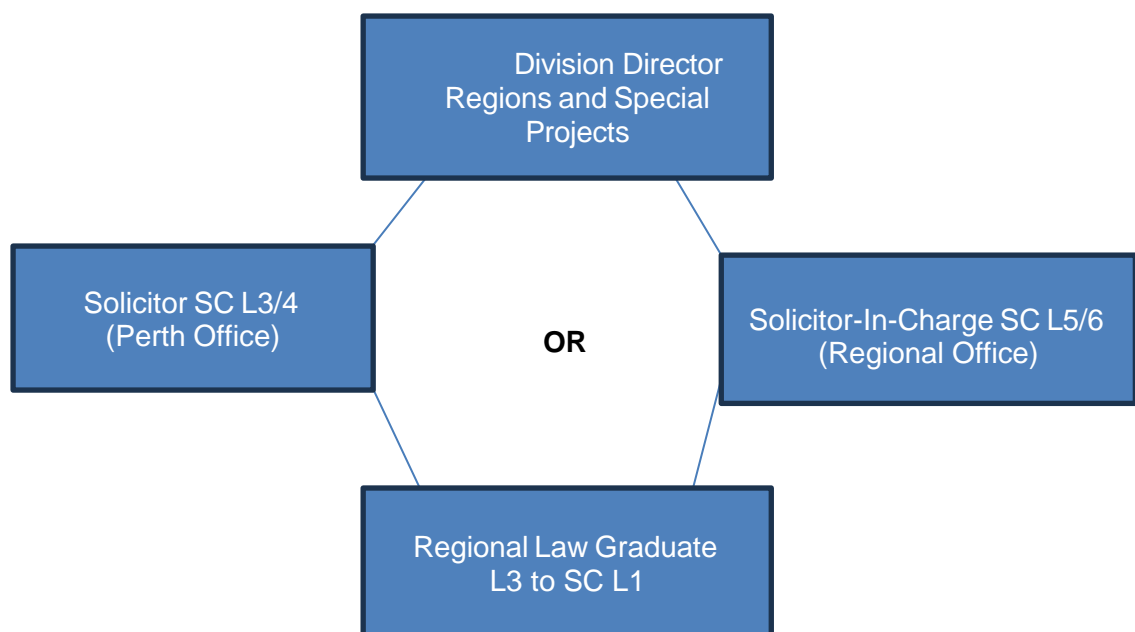
**Client-centred** We put clients at the centre of everything we do

**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 may vary depending on the office location.*

## 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 discrete assistance.
- Advice and representation under relevant supervision, for summary court matters and routine discrete 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 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/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. (**Essential**)

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



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