

JOB DESCRIPTION FORM

Solicitor

Specified Calling Level 3/4

Job Description

A solicitor at this level should demonstrate advanced experience in legal practice. They will provide complex criminal law services including representation on legal matters of moderate complexity. 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.

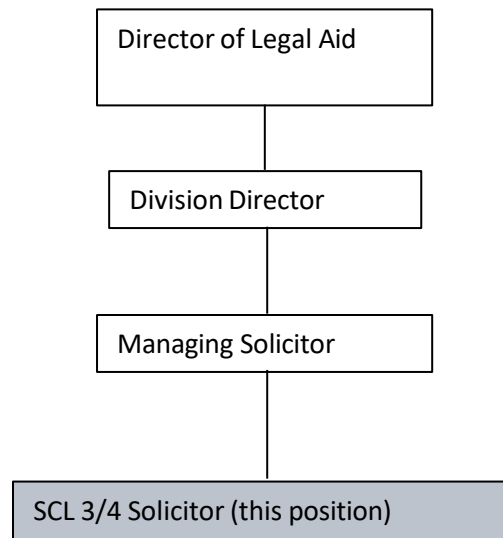
About us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Making a difference
- Client centred
- Respect
- Innovation
- Efficiency
- Transparency

Reporting Relationships



Scope of Duties

- Provision of criminal law services at an advanced level.
- Support and supervision of more junior solicitors, concerning their professional development.
- Provision of advice on matters of legal and factual complexity.
- 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.
- Draft legal advice, 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 including in criminal practice.**
- **Advocacy skills, including a demonstrated ability to conduct litigation involving matters of factual and/or legal difficulty/complexity in terms of the legal matter and/or client. (High Priority)**
- **High level interpersonal and communication skills, including skills in communicating with people from diverse backgrounds and in challenging circumstances.**
- Ability with managing a busy workload, organising timely attention to tasks, organising competing work priorities, efficient work practices, retaining information from learning experiences and achieving a sensible and healthy balance between work requirements and personal priorities.

ESSENTIAL 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 to practice in the Supreme Court of Western Australia.
- 'C' or 'CA' Class Western Australian Driver's licence or equivalent.

'All appointments to Legal Aid Western Australia are subject to satisfactory National Police History Check and 100-point identification check.