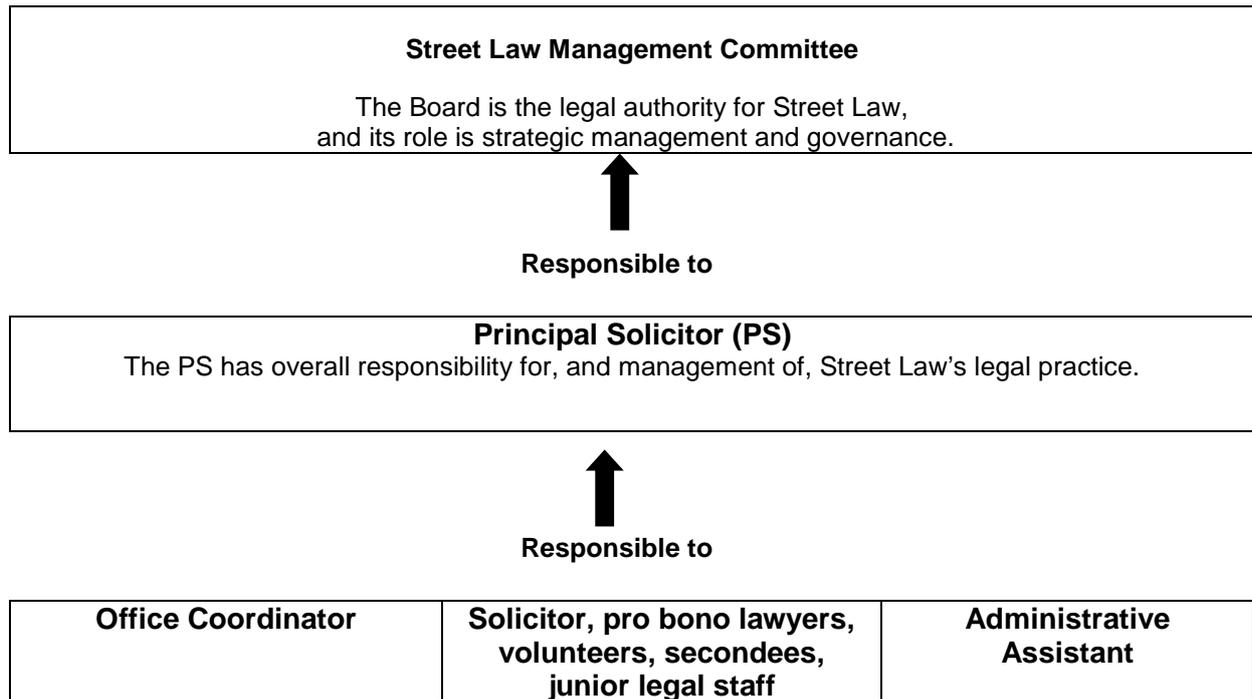




Solicitor – Role Description

Position Title	Solicitor
Accountable to	Principal Solicitor
Conditions	<p>Street Law Centre WA Inc (Street Law)'s office hours are Monday – Friday 8.30 am to 4.30 pm, although it may occasionally be necessary to start and finish earlier in order to attend breakfast legal advice clinics. Within the requirements of the position, some flexibility of work hours is available in negotiation with the Principal Solicitor.</p> <p>Appointment is subject to a three month probationary period.</p> <p>The position is part time 0.4 FTE (15 hours per week).</p> <p>Salary packaging is available in accordance with Street Law's salary packaging policy.</p> <p>Paid Christmas closure of one week in addition to annual leave as outlined in Solicitor employment contract.</p> <p>Annual leave loading of 17.5%.</p> <p>8 2/3 weeks of long service leave accessible after 7 years' employment.</p> <p>The employment contract will end 30 June 2020 with potential further contracts subject to funding and organisational needs.</p>
Award	Position is entitled to provisions under the Solicitor contract of employment.
Remuneration Classification	Community Services sector competitive salary offered. Superannuation in accordance with the Super Guarantee Payment Employer Contribution.
Time in Lieu	Overtime will not be paid but authorised time in lieu may be taken at a time approved by the Principal Solicitor.
Travel	Position may require travel, including to regional and remote WA.
Practising Certificate	Position requires the holding of an unrestricted practising certificate through the WA Legal Practice Board. Street Law will meet the cost of the practising certificate.

Reporting Relationships



STREET LAW CENTRE WA Inc

Street Law is a specialised community legal centre that provides information, legal advice and casework to the homeless and those at risk of homelessness. Street Law is the only community legal centre in WA that exclusively delivers outreach legal services to its client group at various community service agencies.

POSITION OVERVIEW

The solicitor must demonstrate well-developed experience in legal practice. It is an integral part of the role that the solicitor supervise junior solicitors and legal volunteers. There will be opportunities to attend outreach legal clinics located at various community centres throughout the Perth metropolitan area, to provide information, advice, referral, ongoing casework, advocacy and limited court representation, if required.

The solicitor will be required to work unsupervised on a day to day basis in cooperation with other Street Law team members to ensure quality legal services are provided, appropriate to the needs of Street Law's client group.

The role also requires an understanding of the client groups needs and the services provided by the various community centres to ensure strategic and holistic legal service delivery is provided.

The Solicitor will also have excellent communication and people management skills as the position requires the direct supervision of volunteer lawyers, secondees, paralegals, PLT placements, volunteers, and/or junior legal staff.

The purpose of the role is to support and develop the provision of legal services for Street Law to achieve its mission and objectives through its core services..

Responsibilities

Client Assistance

1. Provision of community based legal services; including legal advice, casework, legal research, and/or further legal assistance at a highly developed level and in accordance with the current policies and objectives of Street Law.
2. Exceptional ability to provide direct and supported supervision of junior solicitors, volunteer lawyers, secondees, paralegals, PLT placements, volunteers, and/or junior legal staff to ensure high level service delivery.
3. Conduct legal health checks and provide high quality legal information, advice, casework and facilitated referrals where required through the Safe as Houses Program.
4. Highly developed ability to deliver legal services through outreach legal programs.
5. Exceptional ability to deliver ongoing legal casework in a strategic framework.
6. In collaboration with the Safe as Houses coordinator, contribute to the development of client case management plans, safety plans and management of risk of family and domestic violence.
7. Assist with the maintenance and production of Street Law legal education resources.

Collaboration and program delivery

8. Work in collaboration with other community legal centres and community support agencies to ensure holistic and effective service delivery and referrals, and attend case management meetings as required.
9. Contribute to the development of Street Law and Safe as Houses project policy, procedure and best practice protocols.
10. Develop and maintain external networks to achieve holistic effective service delivery for clients.
11. Contribute to the development of monitoring and evaluation programs.

Administration and reporting

12. Assist in preparing both internal and external reports.
13. Maintain client records and client data bases as required.
14. Conduct case file management to the highest standard.

Agency responsibilities

15. In consultation with the Principal Solicitor ensure all statutory requirements of the legal practice are met.
16. Ensure compliance with all Professional Indemnity Insurance requirements and NACLC risk management procedures are met and maintained.
17. Ensure compliance with all Street Law's Policies and Procedures.
18. Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil all aspects of the Solicitor's responsibilities, including undertaking professional development in line with continuing professional development requirements as required by the WA Legal Practice Board Continuing Professional Development scheme.
19. Undertake own clerical duties including all administrative processes, word processing and photocopying of all documentation and correspondence.
20. Generally works unsupervised on day to day activities.
21. Works cooperatively in a team environment with minimal supervision and contributes to team goals while maintaining a collaborative teamwork approach at all times.
22. To be eligible to apply and attain a Working with Children Check.

22. Carry out other duties, as consistent with the role, as directed by the Principal Solicitor.

APPLICATION PROCESS

Email applications to:

principalsolicitor@streetlawcentre.org.au

Closing date for applications: Friday 7 June 2019 at 5.00pm

SELECTION CRITERIA

Essential	
Credentials	<ul style="list-style-type: none"> • Admitted to practise law in Western Australia and eligible for a practicing certificate. • Minimum of 2 years' post admission experience in legal practice.
Experience	<ul style="list-style-type: none"> • Demonstrated understanding of, and sensitivity to, people from diverse cultural, socio economic and linguistic backgrounds, and people with substance abuse or mental health issues. • Experience working with Aboriginal and Torres Strait Islander clients and clients from culturally and linguistically diverse (CALD) backgrounds. • Demonstrated understanding of the legal and social issues that give rise to disadvantage among women and children, violence against women and children and homelessness. • Demonstrated interest or experience working with clients which have experienced or at risk of family and domestic violence, and/or homelessness. • Demonstrated experience and ability to work sensitively and collaboratively to resolve complex client issues. • Advocacy skills and experience representing clients in negotiations and in Courts. • Demonstrated high level ability to supervise, support and mentor service delivery staff and volunteers in all legal and associated practice activities, and work with them in a supportive and consultative manner.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of relevant professional practice requirements (eg. Professional Indemnity Insurance, Legal Practice Act & Regulations, Professional Practice Standards, Professional Conduct Rules, etc). • Excellent communication and interpersonal skills to effectively communicate information and ideas, work cooperatively with others, and negotiate and advocate on behalf of clients. • Demonstrated high level ability in grasping and identifying new legal issues, efficiently analysing data and conducting thorough research on legal questions. • Demonstrated ability to work in both small and large teams. • High level ability to manage case flow and management of own case files within a strategic framework. • Ability to work independently, demonstrate initiative, be resourceful, work effectively under pressure, and be innovative and flexible. • Highly developed time management, organisational and administrative skills. • Proficient computer skills, including word processing and Internet. • Working with Children Check is a requirement for this position.

Personal Attributes	<ul style="list-style-type: none">• Empathetic and flexible approach towards the sensitivity of client issues.• Initiative and judgement.• Positivity, motivation and dedication.• Accuracy and attention to detail.• Patience and perseverance.
Desirable	<ul style="list-style-type: none">• Knowledge of and/or experience in, and commitment to, working within the community legal services sector or otherwise in relation to the legal issues faced by people who are homeless or at risk of homelessness.• “A” class licence and access to reliable transport.

Application format

Your application must contain:

1. A Statement (not exceeding two pages) addressing the selection criteria.
2. Applicants must clearly and succinctly address the selection criteria within the application. If you do not address the selection criteria, your application will not be considered for the position.
3. A copy of your CV.
4. Contact details for two professional referees.