



SENIOR SOLICITOR, FAMILY LAW

POSITION NAME	Senior Solicitor, Family Law
CLASSIFICATION LEVEL	Level 8 SACS Award, depending on skills and experiences (\$100,695 - \$104,348 pro-rata)
REPORTS TO	Principal Legal Officer
TENURE	Fixed term contract to 30/06/2022, with probable extension
HOURS	0.9 FTE or negotiable, with flexible working options
DATE CREATED	February 2022

ABOUT

WOMEN'S LEGAL SERVICE WA

Women's Legal Service WA is a not-for-profit community legal centre funded to provide free legal services for women in Western Australia. We work to redress inequalities in the legal system that adversely and disproportionately affect vulnerable women by providing quality information and expert assistance in family law, child protection and compensation for criminal injuries matters. We focus on victims and survivors of family and domestic violence.

POSITION

OVERVIEW

The WLSWA leadership comprise a Chief Executive Officer, Principal Legal Officer and Finance and Operations Manager. Solicitors are part of the legal team, reporting to the PLO.

Solicitors provide information, advice, referral, advocacy, community legal education and court representation to women in Western Australia in need of legal support and who meet WLSWA eligibility criteria. Whilst the gender-specific and trauma informed casework will include all areas of our service, family law (children's issues) and family and domestic violence will be the focus of this role. The senior solicitor will generally work unsupervised on a day-to-day basis, and provide family law casework support, mentoring and guidance to other WLSWA lawyers. This solicitor will also be required to represent clients in the Family Court on an as need basis.

This position is funded to 30 June 2022, with likely extension.

RESPONSIBILITIES

Legal

- ✚ Provide legal information, advice, casework (including Court representation) in Western Australia primarily in the area of family law (parenting matters).
- ✚ Manage the provision of legal services to clients, including assistance with communications, meetings and negotiations, and case file management to the highest standard.
- ✚ Deliver legal services in a gender-specific, culturally safe and trauma-informed way.
- ✚ At the direction of the PLO, supervise legal practitioners, including restricted and unrestricted practitioners and non-legal staff
- ✚ Attend regular lawyer casework meetings to monitor the provision of legal services and assist the PLO with case allocation and workload management.
- ✚ In conjunction with the PLO and Deputy PLO, ensure all statutory requirements of legal practice are met.
- ✚ Assist with the development and presentation of WLSWA community legal education activities.
- ✚ Assist with the research, production, maintenance and evaluation of resources required for community legal education.
- ✚ Remain abreast of current trends and practices in the family law legal system and sector, and broader issues impacting women.

Sector

- ✚ Work in collaboration with relevant agencies to ensure coordinated and integrated service delivery to clients.
- ✚ Assist in the establishment and continuation of wider networks and referral pathways to achieve effective service delivery for clients.
- ✚ Participate and represent WLSWA in relevant networks and forums as directed.

Operations

- ✚ Ensure compliance with the Policies and Procedures of WLSWA.
- ✚ Provide regular service updates and case studies to the Principal Legal Officer, for inclusion in Board and other reports.
- ✚ Assist with the writing and editing of texts for publication as needed.
- ✚ Undertake professional development in line with continuing professional development requirements.
- ✚ In consultation with the Chief Executive Officer and Principal Legal Officer participate in raising awareness about law reform issues.
- ✚ Assist with the preparation of submissions to government and stakeholders with respect to legal policy and law reform about women facing disadvantage, as directed.
- ✚ Always maintain a collaborative teamwork approach.

SELECTION**Qualifications, knowledge and experience****CRITERIA**

- ✚ Degree in Law or equivalent with minimum of five years post-admission experience.
- ✚ Admitted or eligible for admission in the Supreme Court of Western Australia.
- ✚ Current or eligibility to hold an unrestricted practicing certificate
- ✚ Post-admission experience in, and knowledge of, the main casework areas of family law and family and domestic violence.
- ✚ Understanding of the social and economic context adversely impacting women, including gender inequality, homelessness, and poverty.
- ✚ Experience in working with women facing disadvantage, including demonstrated ability to work with, and have an understanding of, the cultural and safety needs of Aboriginal and Torres Strait Islander women, and women from culturally and linguistically diverse backgrounds.
- ✚ Advocacy, skills and experience representing clients in the courts.
- ✚ Outstanding written and oral communication skills.

Organisational Fit

- ✚ Ability to organise a daily workload by priorities, and meet deadlines in a fast paced, quickly changing environment.
- ✚ Ability to travel when required to deliver services to clients and the community.
- ✚ Excellent problem-solving skills with capacity for proactive thinking and independent work.
- ✚ Ability to work constructively and collaboratively in a team environment, and actively participate in all WLSWA activities.
- ✚ Ability to develop and maintain effective working relationships with stakeholders.
- ✚ Value driven professional with high levels of enthusiasm, integrity and ethics.
- ✚ Demonstrated commitment to social justice and other WLSWA values.
- ✚ Demonstrated competence using Microsoft Word and Outlook.
- ✚ Current National Police Clearance.
- ✚ Proof of COVID-19 vaccination.

Highly Desirable

- ✚ Experience working in a community legal service.
- ✚ Current 'C' Class WA Driver's Licence.
- ✚ Current Working with Children Check.