#  SOLICITOR VACANCY

# AT

**WARRA-WARRA LEGAL SERVICE (‘WWLS’)**

**Have you dreamt of working in Rural Australia?**

Are you inspired and motivated to work as a Solicitor in an exciting and responsive Aboriginal Family Violence Prevention Legal Service and implement creative solutions in a collaborative manner with a strong and vibrant team?

## Who are we looking for?

WWLS seek passionate and self-motivated candidates with excellent advocacy and written communication and problem solving skills, demonstrated legal practice experience, preferably with a minimum of 2 years’ experience, and a strong social justice ethic.

WWLS seek candidates who can demonstrate responsive workplace relationships with Aboriginal communities and clients, and an advanced understanding of the underlying factors, impact and effects of domestic violence, particularly on Aboriginal communities is preferred.

## Background Information

Warra-Warra Legal Service (formally, the Broken Hill Aboriginal Family Violence Prevention Legal Service) is funded by the National Indigenous Australians Agency. The funding for this service is governed by the Far West Community Legal Centre Ltd.

Warra-Warra Legal Service aims to provide a culturally appropriate and independent holistic legal service and representation to Aboriginal and Torres Strait Islander people in the Far West NSW who are victims of family violence and sexual assault.

For more information on WWLS: <https://www.facebook.com/WarraWarraLegalService/>

**Broken Hill Wilcannia Menindee Ivanhoe**

**Wentworth White Cliffs Tibooburra**

 **Areas of Law in which WWLS provide advice, representation and holistic services:**

* Family Law
* Victims of Crime Compensation
* Apprehended Violence Orders
* Care & Protection
* Stolen Generation and National Redress Schemes

## The Far West Community Legal Centre Ltd. Auspices:

* The Warra-Warra Legal Service
* The Far West Women’s Domestic Violence Advocacy Service
* Staying Home Leaving Violence Broken Hill
* The Far West Cooperative Legal Service Delivery Program

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| **Position Title: Solicitor**  |
| **Location: Based at Broken Hill but inclusive of travel in the Far West NSW.** |
| **Salary: Attractive salary $83,466.24 + super + salary packaging options.*** **Relocation assistance negotiable.**
* **Enjoy flexible working hours, a family friendly workplace and a great work/life balance.**
* **Ongoing training, on the job support and assistance provided**
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| **Closing Date: 14th August 2020** |

**Submit your application** Your application must be received no later than **5.00pm on Friday 14 August 2020**

Late applications will not be accepted unless you have an agreement with the Manager to submit your application after the closing date.

Applicants are requested to address the essential criteria in the position description to be considered for an interview.

Two recent (2) contact referees should be included in the application.

## Applications and Résumés’ marked confidential can be addressed to:

## Stacy Treloar

Chief Executive Officer

Far West Community Legal Centre T/A Warra Warra Legal Service

ceo@farwestclc.org.au

Phone: 0437 925 988

**1. POSITION IDENTIFICATION**

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| **Title** | Solicitor |
| **Functional Area** | Legal – Warra-Warra Legal Service |
| **Reports to** | WWLS Principal Solicitor – Legal FWCLC Ltd. CEO – HR |
| **Employment Status** | Full Time Permanent Probation period – 6 months |

**2. POSITION OBJECTIVE**

The Solicitor is responsible to the WWLS Principal Solicitor for performance and provision of casework, advice, information and referral, the WWLS Manager for operational and administrative matters, and the FWCLC Ltd. CEO for HR in accordance with the Centre’s objectives and funding obligations (including the Funding Agency’s Operational Guidelines).

**3. COMPETENCIES REQUIRED**

The following competencies are required for this position:

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| **Communication** | * Demonstrated high order of oral and written communication skills including presentation skills.
* Demonstrated negotiation and conflict resolution skills.
* Demonstrated good interpersonal skills dealing with staff and clients.
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| **Team work** | * Work co-operatively in a multi-disciplinary team.
* Attend and participate in regular staff meetings.
* Communicate with all members of the team in a respectful manner.
* Communicate information and requests clearly.
* Demonstrated ability to work as part of a team.
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| **Networking** | * Develop and maintain networks with centre outreach locations.
* Represent Warra-Warra Legal Service on relevant external committees and interagencies.
* Develop and maintain links with relevant Broken Hill and Far West agencies, government departments and the private legal profession.
* Promote the service in the community and motivate community support for the service.
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| **Self- Management** | * Demonstrated ability to work independently and manage own workload.
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| **Planning and organising** | * Demonstrated ability to think strategically on legal and organisational issues.
* Demonstrated ability to participate in development of funding and resourcing proposals including organisational review.
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| **Technology** | * Having a range of IT skills especially in Microsoft suite of software
* Ability to learn new software in a timely manner
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| **Learning** | * Manage own learning.
* As directed by Principal Solicitor, undertake in-house and external training and provide in-house training for staff and volunteers.
* Attend and participate in Strategic Planning Sessions.
* Research and recommend purchases for the library.
* Identify areas of need for ongoing training and development.
* Research availability of relevant training.
* Communicate training needs to the Warra-Warra Legal Service Principal Solicitor and Manager.
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| **Administration** | * Assist in preparation of own materials including word-processing and photocopying.
* Assist in data entry of CLSIS (Community Legal Centres Service Information System) client details.
* File Creation and File Closing.
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| **4. KEY PERFORMANCE OBJECTIVES** |
| **Outputs** | **Key Performance Indicator** |
| Advice, Casework, Information and Referral | * Provide accurate and comprehensive legal advice, information and referral, at all locations, including the Broken Hill office and outreach locations, such as Menindee, Wilcannia, and Wentworth, both by telephone and face to face, on a selected time frame.
* Undertake casework in accordance with Warra- Warra Legal Service guidelines, (including intake policy and disbursement guidelines and the Funding Agency’s Operational Guidelines).
* Undertake and complete casework and advice in a timely manner.
* Undertake advice and casework in accordance with Annual Strategic Planning targets.
* Organise casework within critical time frames
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| Community Legal Education | * Deliver CLE, including conducting workshops and disseminating educational materials.
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| **4. KEY PERFORMANCE OBJECTIVES** |
| **Outputs** | **Key Performance Indicator** |
|  | * Produce original CLE materials relevant to the region.
* Document the different strategies and processes undertaken, as a resource for future CLE.
* Conduct evaluation of CLE.
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| Law Reform | * Participate in Law Reform activities relevant to WWLS.
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**5. WORK, HEALTH AND SAFETY**

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| All Employees are responsible and accountable for:* Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
* Active participation in activities associated with the management of workplace health and safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
* Correct utilisation of appropriate personal protective equipment.
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| **6. GENERAL RESPONSIBILITIES** |

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| * Other duties as directed.
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| **ACKNOWLEDGEMENT** |

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

The following knowledge, skills and experience will be required for the position of Solicitor.

## ESSENTIAL CRITERIA:

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| 1. NSW Practising Certificate or Eligibility to obtain a Practising Certificate. |
| 2. Demonstrated legal experience in areas such as family law, Victim's Compensation, Children's Care and Protection Law, and areas of law pertaining to Domestic Violence. |
| 3. Demonstrated understanding of what is required to provide a holistic accessible and culturally appropriate legal service to Aboriginal and Torres Strait Islander women andchildren. |
| 4. Demonstrated experience working with Aboriginal clients and communities. |
| 5. Demonstrated capacity to work collaboratively and establish and maintain professional relationships with all stakeholders. |
| 6. Demonstrated ability to work independently as part of a team. |
| 7. Demonstrated high order written and oral communication skills inc. affidavits |
| 8. Excellent time management skills and demonstrated experience in working to deadlines. |
| 9. Demonstrated ability to think strategically. |
| 10. Demonstrated negotiation and conflict resolution skills. |
| 11. Demonstrated understanding of legal practice integrity. |
| 12. Demonstrated experience in the use of computer based technology. |
| 13. Willingness to travel to outreach areas. |
| 14. Current Driver’s License. |

**DESIRABLE:**

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| 1. Aboriginality |
| 2. Experience working in an Aboriginal organisation and/or a non-government organisation |
| 3. Involvement in your local community – paid or unpaid roles |