

Solicitor – Unrestricted Level 6

Reports to	Managing Solicitor
Direct Reports	Restricted Solicitors, Paralegal, Secondedes, Volunteers
Classification	Level 6 Social, Community, Home Care and Disability Services Industry Award 2010.
Hours	Up to 37.5 hours week

Organisation Overview

Circle Green Community Legal (Circle Green) is a community legal centre providing employment, workplace discrimination, migration, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach and support.

Circle Green services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Position Objective

Solicitor (unrestricted) required to provide comprehensive legal advice, further assistance, representation community legal education and training, and law reform under the supervision of the Managing Solicitor. The Solicitor (unrestricted) will also be involved in the direct supervision and management of solicitors (restricted), paralegals, secondees and volunteers.

Responsibilities

Legal Supervision

- Supervise and train restricted solicitors, paralegals, tenant advocates, secondees and volunteers
- Support the supervision and training of unrestricted solicitors.
- Supervise the Intake and Triage teams on rotation with other solicitors.
- Review triage, overview new client assessments, and monitor client intake process
- Participate in regular file review meetings for legal and migration agent staff.
- Provide regular reports to the Managing Solicitor and Legal Practice Manager regarding caseload and matter types.
- Ensure compliance with professional indemnity obligations.

Client Work

- Provide legal advice and casework services, including complex cases, litigation, and court advocacy.
- May be an ongoing point of contact and liaison for existing clients, providing information, and assisting with arrangements for further service delivery in conjunction with the Case Manager and Managing Solicitor.

- Work with interpreters as needed.
- Represent clients in the following (but not limited to) tribunals/ Federal Court/Magistrates Court/Department of Home Affairs.
- Provide duty lawyer services.
- Conduct regular file reviews (at least monthly).
- Research legal problems and options.
- Assist the Managing Solicitor or Senior Solicitors in the conduct of test cases, including by undertaking the conduct of test cases.
- Prepare files for closing.

Strategic Legal Review and Advocacy

- Ensure appropriate compliance with guidelines and policies.
- Identify future legal needs of clients and potential clients.
- Supervised by Managing Solicitor, contribute to law reform and policy change.
- Monitor compliance with all funding requirements in conjunction with the Managing Solicitor and Client and Corporate Services Manager.
- Liaise with Community Legal Centres and other organisations providing complementary services.

Community Legal Education

- Develop and promote community legal education initiatives in area of law.
- Facilitate and present community legal education courses.
- Develop specialised legal resources.

Team Responsibilities

- Implement Circle Green's policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green's team meetings and planning and review activities.
- Carry out other duties, consistent with the role, as directed by the Managing Solicitor.

Selection Criteria

Credentials

- Law degree.
- Admitted, or eligible for admission, as a legal practitioner in the Supreme Court of Western Australia and eligible to hold an unrestricted WA practising certificate.

Experience

- At least 2 years' post admission experience in relevant area of law.
- Experience supervising and mentoring junior legal staff.
- A demonstrated commitment to human rights and social justice issues.

Skills

- Excellent written and verbal communication skills, with the ability to understand and convey complex concepts to people from diverse social, cultural, and linguistic backgrounds.
- Ability to effectively time manage a high and diverse workload.
- Ability to work with minimal supervision and be an effective team member.
- Demonstrated problem solving, negotiation and conflict resolution skills.
- Ability to conduct case work and litigation, including advocacy skills.