



Solicitor

Part-Time (0.8) – Full-time for a fixed term to 30 June 2022

\$84,882-\$95,034 (full time rate) pro rata

**TLC Emergency Welfare Foundation of Western Australia (Inc.) Enterprise
Bargaining Agreement Community Service Worker 6/7**

Welfare Rights & Advocacy Service is an independent community legal centre specialising in Social Security law. We receive funding from the Commonwealth and State Governments. Welfare Rights & Advocacy Service is also funded to provide a tenant advocate service. We are looking to employ a solicitor (eligible for a practicing certificate in Western Australia) to work in all areas of our service for a fixed period up to 30 June 2022. Employment will be subject to a 3-month probation period.

Salary and Conditions

Total Hours:

Part time position, (0.8 FTE - 60.8 hours per fortnight) to full time (76 hours per fortnight).

Period of employment:

Fixed term up to 30 June 2022.

Working Hours:

The service is open from 9:00 am to 5:00 pm Monday to Friday; working hours may be negotiated within these times.

Responsible To:

Executive Officer and Principal Solicitor

Salary and Conditions:

As per the TLC Emergency Welfare Foundation of Western Australia (Inc.) Enterprise Bargaining Agreement Level 6/7 \$84,882-\$95,034 per annum - pro rata of full-time rate. The service has an in-house set of policies and procedures that are worked to. The service is an Equal Opportunity employer and is a smoke free working environment. Salary Sacrificing is available.

Applications:

Applications in writing including a resume which contains two professional referees and their contact details and a brief statement addressing the selection criteria.

Contact:

Kate Beaumont (08) 9328 1751
Executive Officer welfare@wraswa.org.au
Welfare Rights & Advocacy Service
98 Edward St
PERTH WA 6000

Closing Date for applications:

Close of business Tuesday, 9 November 2021

Note: Applications that do not address the selection criteria will not be considered.

Solicitor

Selection Criteria

Essential

1. Holder of or eligible for a practising certificate in Western Australia.
2. Knowledge of Social Security law and WA Residential Tenancies law or the ability to quickly acquire this knowledge.
3. Demonstrated interest in and capacity to undertake litigation in tribunals and courts.
4. Demonstrated advocacy and negotiation skills, as the role requires you to negotiate with government departments.
5. Strong oral and written communication skills and demonstrated ability to work with vulnerable clients experiencing a broad range of social and legal issues.
6. Ability to communicate legal concepts in a simple and succinct manner and modify communication style as indicated by the intended recipient.
7. Excellent organisational skills, including both time management and file management.
8. Demonstrated ability to work both independently and part of a team comprising legal and non-legal staff with a willingness to learn and share knowledge with others.
9. Ability to prioritise competing workloads.
10. Demonstrated commitment to ensuring access to justice for all members of the community.

Desirable

1. Experience in a community legal service will be highly regarded.
2. Post admission experience.
3. Computer or keyboard skills and the ability to use products from the Microsoft Office 365 Suite.
4. Flexibility and a sense of humour.
5. Experience working with clients from a non-English speaking background, including interpreter interviews.
6. Commitment to self-care and nurturing of a respectful and caring work environment.

Solicitor

Duty Statement

1. Direct Service Provision

- Provide supportive and non-judgmental assistance to clients, including accurate assessment, advice, representation and referrals.
- Attendance at tenancy duty service as required.
- Preparation and drafting of legal documents and submissions.
- Assist with complaints, reviews and appeals, in relation to social security and tenancy law matters.
- Develop and disseminate community legal education materials, including self-advocacy resources, preparation of written materials, liaise with and deliver training to community organisations.

2. Administration

- Work closely with other staff to ensure that a high standard of service is maintained and to support staff skills development.
- Undertake funding and law reform/policy submission writing in relation to the maintenance and enhancement of the funding base of the service and government policies on behalf of service users.
- Undertake law reform activities in relation to social security and tenancy law and the maintenance of essential services and other issues relevant to the service.
- Prepare correspondence and other written material and undertake case work related filing as needed.

3. Other

- Engage in suitable training opportunities with a view to maintaining skills and service levels and complying with the CPD requirements for legal practice in Western Australia.
- Contribute to the teamwork approach of Welfare Rights & Advocacy Service, its work, and activities.
- Supervise law students, paralegals and volunteers.
- Co-operate with and assist the Executive Officer and Principal Solicitor in the exercise of their duties and to maintain service to clients.

- Participate in and contribute to the maintenance and development of networks with other relevant organisations.
- Participate in relevant committees, issue-based groups, conferences and workshops as required.
- Perform any other duties as directed by the Executive Officer/Principal Solicitor and/or Welfare Rights & Advocacy Service Board provided these additional duties do not conflict with the Award classification of the position or other duties as stipulated in this duty statement.