# Street_Law_Logo_Longform_FEB09

# Solicitor

# Role Description

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| Position Title | Solicitor (unrestricted) |
| **Accountable to** | Supervising Solicitor and Principal Solicitor |
| **Conditions** | This position is 0.8 FTE – 30 hours per week for the period of the employment contract.  Street Law Centre WA Inc (Street Law)’s office hours are Monday – Friday 9.00am to 5.00pm. Within the requirements of the position, some flexibility of work hours is available.  The employment contract will end 30 June 2023 with potential further contracts subject to funding and organisational needs.  . |
| **Award** | Position is entitled to provisions underthe Solicitor’s contract of employment |
| **Remuneration Classification** | To be discussed during interview. Superannuation in accordance with the Super Guarantee Payment Employer Contribution |
| **Travel** | Position may require travel, including to regional and remote WA |
| **Practicing Certificate** | Position requires a Western Australian unrestricted practising certificate. . Street Law will meet the cost of the practising certificate. |

Reporting Relationships

**Street Law** **Management Committee**

The Board is the legal authority for Street Law, and its role is strategic management and governance

**Responsible to**

### Principal Solicitor (PS)

The PS has overall responsibility for, and management of, Street Law.

**Responsible to**

### Supervising Lawyer

The Supervising Lawyer has responsibility for the supervision of Street Law’s legal practice.

**Responsible to**

**Centre Coordinator**

**Responsible to**

### Solicitors and CLE Coordinator

### Administrative Assistant

**Responsible to**

**Responsible to**

**Responsible to**

### Finance Officer

### Pro bono lawyers, volunteers, junior legal staff and community legal education support

**Responsible to**

### ADVICE LINE

**Advice Line Supervisor**

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Restricted Practitioner andPro bono lawyers and legal volunteers,

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## STREET LAW CENTRE WA Inc

## Street Law is a specialised community legal centre that provides information, legal advice and ongoing representation services to those experiencing 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.

## Role Purpose and Responsibility

The Solicitor will be required to attend and deliver legal services at Street Law’s Midland legal outreach clinic co-located with a leading community service provider in the Midland area of Perth. This will allow individuals experiencing homelessness or at risk of homelessness to have access to much needed legal services in the Midland area. The Solicitor will deliver legal advice, undertake casework and where necessary, court representation.

In addition, the Solicitor will be expected to identify community legal education needs, contribute to the development of legal resources, and deliver community legal education:

1. directly to the client group; and
2. to community service workers that work with the client group.

**Duty Statement**

1. Deliver holistic, trauma informed legal services in collaboration with Indigo Junction, at the Karnany Resource Centre in Midland and other locations in the Midland area
2. Ongoing requirement to develop knowledge of the services and programs delivered by Indigo Junction and identify other relevant services in the Midland area to ensure effective holistic service delivery and appropriate referrals are achieved.
3. Attend the Midland legal outreach clinic to provide legal advice and undertake ongoing casework to eligible clients in key legal areas at a highly developed level and where necessary provide court representation at the Midland Magistrates Court. The key legal areas include but are not limited to:

* Fines and infringements
* Criminal/Traffic (Magistrates Court)
* Discrimination
* Debt
* Criminal Injuries Compensation (including recovery orders)
* ID documents
* Family Violence Restraining Orders (applicants and respondents)

1. In conjunction with staff, management, and the Solicitor/CLE Co-ordinator develop, distribute and deliver legal resources, training and education in a variety of formats to Street Law’s client group, community legal centres (CLCs), other not-for-profit organisations and to partner organisations.
2. Assist with the supervision of pro bono secondees and volunteer law students.
3. Assist with the preparation of training materials and delivery of inductions for volunteer lawyers, law students and other staff under the direction of the Principal Solicitor.
4. Contribute to law reform research, submissions, inquiries, reports and/or public forums that may be relevant to Street Law.
5. Undertake appropriate professional development opportunities to maintain and enhance the knowledge and skills required to fulfil all aspects of the position.
6. Report to the Supervising Solicitor/Principal Solicitor on a regular basis and contribute to written reports for the Management Committee and funding bodies when required.
7. Comply with all Street Law policies and procedures.
8. Undertake own administrative duties, including word processing and photocopying of all documentation and correspondence and maintain the Street Law database.
9. Generally, work unsupervised on allocated matters.
10. When required, travel to areas within and outside of the Perth metropolitan area to deliver resources and training.
11. Undertake appropriate professional development opportunities to maintain and enhance the knowledge and skills required to fulfil all aspects of the position.
12. Work cooperatively in a team environment with minimal supervision and contribute to team goals.
13. Carry out other duties, as consistent with the role, as directed by the Principal Solicitor or the Management Committee.

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| **Essential** |  |
| Credentials | * A degree in Law and holds and/or is eligible for a Western Australian Practice Certificate. * A minimum of three years post admission experience. |
| Experience | 1. High ability and substantial experience working with Aboriginal and Torres Strait Islander people and people from diverse cultural, socio economic and linguistic backgrounds, including people with substance abuse, mental health issues or neuro diverse backgrounds. 2. Demonstrated experience with the development and presentation of community legal education programs and information resources. 3. Exceptional ability to deliver ongoing legal casework in a strategic framework. 4. A demonstrated strong ability to provide legal advice and undertake casework in any of the key legal areas. 5. Highly developed oral and written advocacy skills including experience in court representation and strong experience in undertaking negotiations with multiple stakeholders including government agencies. |
| Knowledge and Skills | 1. Demonstrated ability to identify, develop and deliver training programs to people from diverse cultural, socio economic and linguistic backgrounds, and people with substance abuse or mental health issues. 2. Demonstrated highly developed ability to adopt a holistic, trauma-informed approach to legal service delivery, including the ability to simplify legal jargon and processes for people affected by trauma. 3. Demonstrated exceptional ability to deliver client centric legal services in a timely and responsive manner. 4. Demonstrated high level ability to supervise and delegate to junior solicitors, volunteers and secondees. 5. Demonstrated highly developed oral and written communication skills. 6. Demonstrated exceptional ability to work effectively and cooperatively with others. 7. Ability to work independently, demonstrate initiative, be resourceful, work effectively under pressure, and be innovative and flexible. 8. Ability to develop partnerships and maintain strong working relationships with relevant stakeholders 9. Highly developed organisational and administrative skills. 10. Proficient computer skills, including word processing and Internet. |
| **Desirable** |  |
|  | 1. 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. 2. “C or CA” class licence and access to reliable transport |

# APPLICATION PROCESS

### Email applications to: ocpolicy@streetlawcentre.org.au

Closing date for applications: **Friday 20 May 2022 at 5.00pm**

**Please note: screening and interviews may take place prior to the advertised close date. As such, please submit your application as soon as possible.**

TO APPLY:

1. A letter outlining why you want to work at Street Law;
2. Resume;
3. Statement of Academic record; and
4. A statement addressing the selection criteria.

Applicants must clearly and succinctly address the selection criteria within the application in no more than 2 pages. Please note that no late applications will be accepted.

If successful with securing an interview it will also be necessary to provide a National Police Clearance and proof of Covid 19 vaccination.