



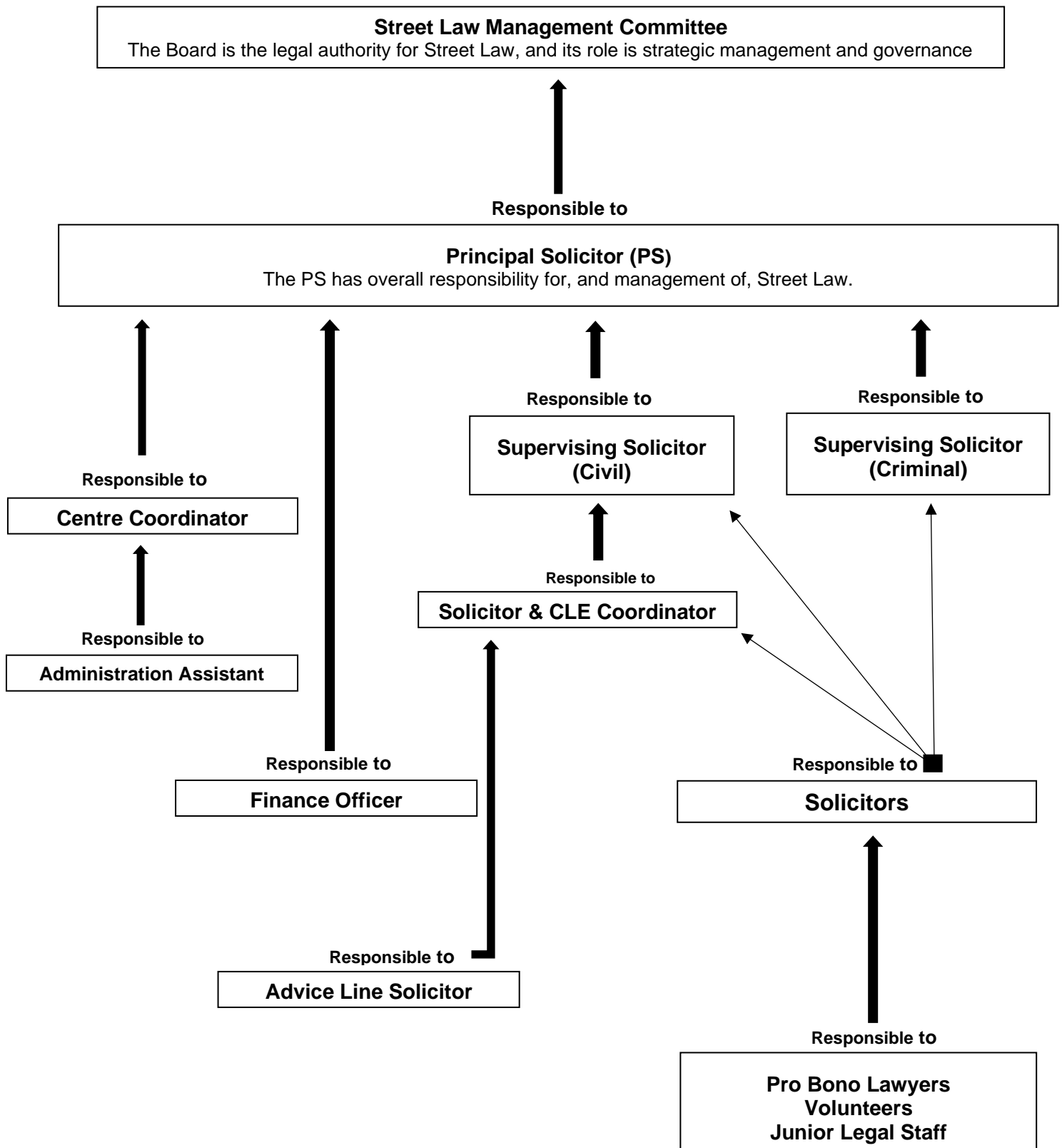
## Solicitor and Community Legal Education Co-ordinator

### Position Description

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| <b>Position Title</b>              | Solicitor and Community Legal Education Co-ordinator.   |
| <b>Accountable to</b>              | Supervising Solicitor (Civil) and Principal Solicitor.  |
| <b>Conditions</b>                  | <p>Street Law Centre WA Inc (Street Law)'s office hours are Monday – Friday 8.30am to 5.00pm, although it may occasionally be necessary to start and finish earlier in order to attend clinics.</p> <p>Within the requirements of the position, some flexibility of work hours is available in negotiation with the Principal Solicitor.</p> <p>The employment contract will end 30 June 2023 with potential further contracts subject to funding and organisational needs.</p> <p>1.0 FTE – 37.5 hours per week for the period of the employment contract.</p> <p>Salary packing is available in accordance with Street Law's salary packaging policy.</p> <p>Paid leave between Christmas and New Year in addition to annual leave as outlined in the Solicitor and Community Legal Education Co-ordinator employment contract.</p> <p>Annual leave loading of 17.5%.</p> |
| <b>Award</b>                       | Position is entitled to provisions under the Solicitor and Community Legal Education Co-ordinator contract of employment.   |
| <b>Remuneration Classification</b> | <p>To be discussed during interview.</p> <p>Superannuation in accordance with the Super Guarantee Payment Employer Contribution.</p>  |
| <b>Travel</b>                      | Position may require travel, including to regional and remote WA.   |
| <b>Practicing Certificate</b>      | Position requires the holding of an unrestricted practising certificate through the WA Legal Practice Board.  |

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| <b>Time in Lieu</b> | Overtime will not be paid but authorised time in lieu may be taken at a time approved by the Principal Solicitor. |
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## Organisational Structure



## **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 culturally appropriate, trauma informed outreach legal services to its client group located at various community service agencies.

### **Position Overview**

The Solicitor and Community Legal Education Co-ordinator (Solicitor CLE) is expected to:

- Supervise, develop and deliver various community legal education initiatives, including using various social media platforms to target Street Law's client group;
- Supervise the development of legal resources which support delivery of a community legal education program;
- Supervise Street Law's Advice Line which will include the supervision of solicitors, secondees and legal volunteers who are answering the advice line calls to ensure service delivery standards are maintained;
- The Solicitor CLE will also be required to attend outreach legal clinics and deliver legal services and undertake any ongoing legal casework; and
- Adopt and implement a multidisciplinary approach to achieve the objectives of Street Law and to contribute to Street Law's supportive work environment by maintaining a collaborative approach at all times.

### **Responsibilities**

#### **Community Legal Education**

1. Supervise, design, and deliver Street Law's CLE program primarily aimed at identified client groups, professionals who work with those client groups and stakeholders.
2. Supervise and co-ordinate all CLE activities undertaken by Street Law to ensure the legal accuracy of CLE programs and materials.

#### **Advice Line**

3. Supervise Street Law's Advice Line, currently open Tuesday to Friday 10.00am to 2.00pm, in accordance with the current policies and objectives of Street Law.
4. Maintain and implement the policies and practices that guide the legal practice including casework and client management.
5. Provide professional supervision and support for, Street Law solicitors, secondees and legal volunteers to ensure that legal information and advice provided is accurate, valid and delivered in a professional manner.
6. Ensure compliance and best practice within the Professional Indemnity Insurance (PII) Scheme.
7. Ensure compliance with the CLC Australia Risk Management Guidelines.

### **Provision of legal services**

8. Attend outreach legal clinics provide advice and undertake any ongoing representation services required.
9. Provide legal advice and ongoing representation to clients within Street Law's Legal Assistance Guidelines Policy.
10. Undertake and supervise legal research.

### **Policy and Law Reform**

11. Contribute to law reform research, submissions, inquiries, reports and/or public forums that may be relevant to Street Law.

### **Professional Development**

12. Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil all aspects of this role's responsibilities, including participation in the WA Legal Practice Board Continuing Professional Development scheme.

### **General Duties**

13. Reports to the Supervising Solicitors (Civil and Advocacy) and Principal Solicitor on a scheduled basis and contribute to written reports for the Management Committee and funding bodies when required.
14. Comply with all Street Law policies and procedures.
15. Undertake own clerical duties, including word processing and photocopying of all documentation and correspondence.
16. Generally, work unsupervised on day-to-day activities.
17. Work cooperatively in a team environment with minimal supervision and contribute to team goals.
18. Carry out other duties, as consistent with the role, as directed by the Principal Solicitor or the Management Committee.

### **Organisation**

19. Actively engage and contribute to Street Law's mission and values.
20. Ensures own compliance with internal policies and procedures including but not limited to: Street Law Code of Conduct, Health and Safety legislation, Equal Opportunity Act.
21. Shows compassion to clients by providing service excellence aligned to the level of responsibility.
22. Maintains appropriate records and documentation consistent with the relevant policies and instructions of Street Law.

### **Team**

23. Respects others within a professional setting.

24. Participates in team meetings, planning and development discussions, evaluations, supervision sessions and review activities, leading these activities where required in the context of the role.
25. Provide any other support required for the team, utilizing your capabilities and capacity.

## Solicitor and Community Legal Education Coordinator –

### Selection Criteria

| Essential            |  |
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| Credentials          | <input type="checkbox"/> A degree in Law with an unrestricted practising certificate in Western Australia.   |
| Experience           | <input type="checkbox"/> Demonstrated high ability to supervise and mentor restricted practitioners and legal volunteer staff, including individuals completing practical legal training.<br><br><input type="checkbox"/> Demonstrated highly developed understanding of, and sensitivity to, people from diverse cultural, socio economic and linguistic backgrounds, and people with substance abuse or mental health issues.<br><br><input type="checkbox"/> Demonstrated experience working with Aboriginal and Torres Strait Islander clients and clients from culturally and linguistically diverse (CALD) background<br><br><input type="checkbox"/> Highly developed demonstrated experience with the design and presentation of community legal education programs and legal information resources to people from diverse cultural, socioeconomic and linguistic backgrounds, and people with substance abuse or mental health issues.<br><br><input type="checkbox"/> Demonstrated experience with the development, implementation and maintaining of monitoring and evaluation processes which enable the assessment of the education program outcomes. |
| Knowledge and Skills | <input type="checkbox"/> Knowledge of relevant professional practice requirements (eg. Professional Indemnity Insurance, Legal Practice Act & Regulations, Professional Practice Standards, Professional Conduct Rules, etc).<br><br><input type="checkbox"/> Excellent communication and interpersonal skills to effectively communicate information and ideas, work cooperatively with others, and negotiate and advocate on behalf of clients.<br><br><input type="checkbox"/> Highly developed time management, organisational and administrative skills.<br><br><input type="checkbox"/> Highly developed ability to manage case flow and management of own case files within a strategic framework.<br><input type="checkbox"/> Ability to work independently, demonstrate initiative, be resourceful, work effectively under pressure, and be innovative and flexible.<br><br><input type="checkbox"/> Demonstrated ability to work effectively and cooperatively with others.<br><br><input type="checkbox"/> Ability to develop partnerships with relevant stakeholders.  |

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|                     | <input type="checkbox"/> Proficient computer skills, including word processing and Internet.   |
| Personal Attributes | <input type="checkbox"/> Empathetic and flexible approach towards the sensitivity of client issues.<br><input type="checkbox"/> Initiative and judgement.<br><input type="checkbox"/> Positivity, motivation, and dedication.<br><input type="checkbox"/> Accuracy and attention to detail.<br><input type="checkbox"/> Patience and perseverance. |
| Desirable           | <input type="checkbox"/> 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.<br><input type="checkbox"/> "C or CA" class licence and access to reliable transport.                  |

## APPLICATION PROCESS

Email applications to: [ocpolicy@streetlawcentre.org.au](mailto:ocpolicy@streetlawcentre.org.au)

Closing date for applications: **Monday 5 September 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.