

# SCALES

community legal centre

## Position Description

Position Title	Senior Solicitor – Family Violence Unit
Classification Level	7 SCHADS Modern Award 000100
Location	Suite 2 and 3, St Nicholas Community Centre 14 Council Avenue ROCKINGHAM WA 6168
Hours	Full time 37.5 hours per week, part time applications will be considered
Reports to	Managing Director and the Principal Solicitor
Direct Reports	Family Violence Solicitors, Client Advocate, Financial Counsellor, Counsellor, Admin/Paralegal. See Organisational Chart
Employment Status	A three-month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or SCALES within the probationary period with two weeks written notice. All positions at SCALES are subject to the continuation of external funding.
Employment Conditions	Social, Community, Home Care and Disability Service (SCHADS) Modern Award 001000
Remuneration	Salary in the range of \$115,000 - \$120,000 per annum based on qualifications, skills and experience. Employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i> Plus above award payments including annual leave loading, paid Christmas closure leave and payment of the legal practice certificate (pro rata). Plus salary packaging (salary sacrificing) up to \$15,900.

## SCALES ORGANISATION

SCALES is an incorporated not-for-profit community legal centre providing free legal information, referrals, advice and advocacy to people from the southern coastal metropolitan area.

Areas of law include family law – arrangements for children; family and domestic violence; fines and fines enforcement; traffic offences; tenancy - terminations, bond disputes, rent arrears and breaches; Centrelink; criminal and other civil matters.

SCALES partners with Murdoch University to host the Student Law Clinic and receives funding from the National Legal Assistance Partnership (NLAP) through the Department of Justice to provide wrap around specialist services to women experiencing family and domestic violence.

## POSITION PURPOSE

SCALES' Senior Solicitor positions are responsible for working with the Principal Solicitor to provide leadership and assistance across the legal services. This position is specifically for the Family Violence Unit Senior Solicitor position who will lead the Family Violence Team. The Senior Solicitor is the Nominated Person (under the Risk Management Guide) for the Family Violence Unit.

This position supports the Managing Director and the Principal Solicitor in building a strong and effective workplace culture and operations based on SCALES's vision, values, and strategy.

## Collaborates With

SCALES Managing Director, Principal Solicitor, staff, volunteers, stakeholders and funding bodies.

## Decision Making Authority

The Senior Solicitor has decision making authority regarding the supervision of FVU staff, students and volunteers and other areas of responsibility that may be delegated to the person from time to time.

## KEY AREAS OF RESPONSIBILITY

This Senior Solicitor role has five main areas of responsibility.

1. Lead the Family Violence Team
2. Legal case load
3. Community Legal Education and Stakeholder Engagement
4. Advocacy and Law Reform
5. Workplace culture.

The below table sets out these five areas and provides examples of the responsibilities that need to be considered in each area.

Please note that the list of descriptors is not exhaustive and other responsibilities and duties may arise within each of the areas as the role develops and evolves. Senior Solicitors may also be requested or directed to take on other duties within these five areas which are within the person's capability, capacity and consistent with this role.

1	<b>Lead the Family Violence Team</b>
	<ul style="list-style-type: none"> <li>• Provide strategic direction within an integrated practice framework.</li> <li>• Monitor triage, intake and matters coming through the FVU to ensure client pathways and case management is consistent with FVU service criteria and casework guidelines; and caseloads are manageable having regard to the complexity of matters and capacity of staff.</li> <li>• Support and foster an environment of continuous learning and best practices for staff and volunteers including active participation in relevant Networks and Communities of Practice</li> <li>• Provide appropriate supervision and support to students and volunteers to ensure services are provided appropriately, efficiently, and effectively.</li> </ul>
2	<b>Legal Case Load</b>
	<ul style="list-style-type: none"> <li>• Carry a client case load that is reflective of the Senior Solicitor's seniority, experience, and skills.</li> <li>• Mentor and supervise through advice, suggestions, and recommendations more junior lawyers and act as a resource to assist them with their matters.</li> <li>• Provide court representation and assistance to clients on matters of merit and which are in the public interest.</li> <li>• Identify and undertake potential test cases within the relevant areas of law that SCALES operates in.</li> <li>• Undertake the role of 'Nominated Person' as defined in the 'Risk Management and CLC Practice' Guide published by the National Association of Community Legal Centres.</li> </ul>
3	<b>Community Legal Education and Stakeholder Engagement</b>
	<ul style="list-style-type: none"> <li>• Develop and promote community legal education initiatives.</li> <li>• Participate in relevant community networks to address and solve some of the barriers community members face in accessing legal assistance.</li> <li>• Work with the Managing Director and Leadership team to build and manage new initiatives to provide increased legal access to communities in the southern corridor.</li> </ul>

4	<b>Advocacy and Law Reform</b>
	<ul style="list-style-type: none"> <li>• Contribute to relevant law reform reports, inquiries and represent SCALES in external forums and meetings within the context of the role.</li> <li>• Participate in research and explore and develop special projects that respond to the needs of clients in consultation with the Principal Solicitor and Managing Director.</li> <li>• Support SCALES to strengthen networks, engaging the support and involvement of a range of individuals and organisations e.g., court staff, legal practitioners, community organisations.</li> </ul>
5	<b>Workplace Culture</b>
	<ul style="list-style-type: none"> <li>• Promote and encourage a workplace culture that ensures our services are holistic, trauma informed and culturally safe.</li> <li>• Comply with SCALES' internal policies and procedures including but not limited to SCALES Code of Conduct, Occupational Health and Safety legislation and Equal Opportunity Act.</li> <li>• Be respectful and professional when communicating with others and the choices others may make.</li> <li>• Participate in team meetings, planning and development discussions, supervision sessions and review activities as well as leading such sessions when it is required in the context of the role.</li> <li>• Providing any other support required for the team utilising both capability and capacity to achieve a positive outcome.</li> <li>• Carry out such other duties as requested, required, or directed by the Managing Director or Principal Solicitor which are consistent with the role and within the person's capabilities</li> </ul>

## Key Selection Criteria

### Qualifications, Knowledge, Skills & Personal Attributes

#### Mandatory Qualifications

- Hold an unrestricted legal practising certificate in Western Australia
- At least three years legal practice experience, including well developed technical ability to provide legal assistance in a broad range of matters including in family law and family violence

#### Essential Knowledge and Skills

- Excellent interpersonal and communication skills and ability to produce high quality written and verbal reports.
- Highly developed organisational skills and the ability to work under pressure and manage competing demands.
- Highly developed knowledge and understanding of legal and related issues within the community and legal assistance service frameworks, relevant government policy and initiatives for communities experiencing vulnerability and disadvantage.

#### Desirable Knowledge and Skills

- Experience working within the community sector
- Demonstrated ability to lead and model processes and engage in supportive and constructive mentoring and supervision of lawyers and other staff, particularly in multidisciplinary approaches.

#### Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to work under pressure
- Discretion and professionalism

#### Mandatory Requirements of all Employees

Demonstrated commitment to the SCALES Vision, Mission and Values through employment activities and conduct.

Job Description No.	1	Status	V3
Date	23/8/2024	Reporting To	PS
Approved			
Review date 1			