

Position Description Solicitor

Document Number	PD 3.3
Position Description	Solicitor Unrestricted
Award	Social, Community, Home Care and Disability Services Industry Award [MA000100]
Salary	L5/6 commensurate with experience
Basis of Employment	Full-time Part-time
Full Time Equivalent (FTE)	1.0 FTE (0.6 FTE minimum)

About Consumer Credit Legal Service (WA) Inc

CCLS provides legal advice and support in credit, debt and consumer law matters. A specialist Community Legal Centre, we offer a state-wide service, with a strong commitment to assisting individuals who may face challenges accessing justice. CCLS also advocates for the development of policy and laws affecting consumers in credit and debt related matters.

Our Vision	Our Mission	Our Values
A strong community, empowered by financial and consumer rights.	To help people who are experiencing financial and consumer law matters.	Innovative Collaborative Trustworthy Respectful Compassionate

Reporting Structure

For legal practice matters, the Solicitor reports to the Senior Solicitor, within a legal supervision framework overseen by the Principal Solicitor as the Responsible Person for CCLS' legal practice.

Role Purpose

- Provide high-quality, trauma-informed legal advice and representation in credit, debt, and consumer law.
- Contribute to systemic advocacy, law reform, and community legal education activities.
- Foster an inclusive and collaborative legal practice culture.

Selection Criteria

Essential	
Qualifications	<ul style="list-style-type: none"> • Admission to practice as a lawyer in WA.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Ability to provide legal advice and manage casework in credit, debt, and consumer law. Sound knowledge of banking, finance, consumer law, and alternative dispute resolution (ADR) processes.



	<ul style="list-style-type: none"> • Ability to engage sensitively and effectively with clients experiencing financial hardship and vulnerability. • Ability to apply trauma-informed practice principles. • High-level written and oral communication skills. • Strong team player who builds positive relationships with colleagues and stakeholders. • Ability to supervise secondees, paralegals, PLT students and volunteers on legal matters as appropriate. • Awareness of emerging issues in financial hardship and consumer vulnerability.
Desirable	
	<ul style="list-style-type: none"> • Experience in community legal or not-for-profit settings. • Experience working with clients experiencing vulnerability.

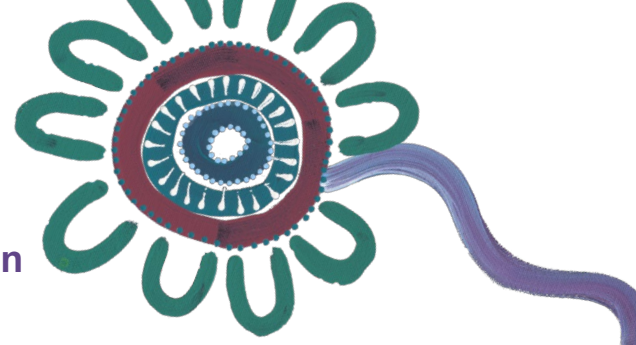
Key Responsibilities

Responsibility	Core Functions
Legal Advice and Casework	<ul style="list-style-type: none"> • Provide accurate, plain-English legal advice via telephone advice line, written advice, and representation. • Conduct legal casework including preparation for ADR processes and litigation where required. • Maintain high standards of legal drafting and file management. • Monitor and review open files in accordance with CCLS policies.
Community Legal Education (CLE) and Networking	<ul style="list-style-type: none"> • Prepare and present CLE materials on issues relevant to CCLS work. Identify emerging issues and contribute to broader community education priorities. • Represent CCLS in relevant stakeholder groups, committees, and at external forums.
Policy and Law Reform	<ul style="list-style-type: none"> • Identify systemic issues through legal practice. • Contribute to the preparation of submissions and consultation responses. • Participate in law reform and advocacy initiatives relevant to CCLS focus areas or as directed by the Principal Solicitor.
Team Contribution	<ul style="list-style-type: none"> • Contribute to a collaborative, inclusive, and trauma-informed workplace culture aligned with CCLS values. • Model people-first principles and support colleagues' wellbeing and growth. • Make values-based decisions, balancing impact, sustainability, and accountability to community and funders.

Other Duties	<ul style="list-style-type: none"> Perform any other duties reasonably required, requested, directed or nominated from time to time, within your capabilities.
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Position Description Approved

Employee Signature		Date	
Principal Solicitor Signature		Date	04/06/2026
CEO Signature		Date	04/06/2026



Position Description Senior Solicitor

Document Number	PD 2.1
Position Description	Senior Solicitor
Award	Social, Community, Home Care and Disability Services Industry Award [MA000100]
Salary	L7/8 – commensurate with experience
Basis of Employment	Full-time Part-time
Full Time Equivalent (FTE)	1.0 FTE (0.8 FTE minimum)

About Consumer Credit Legal Service (WA) Inc

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Our Vision	Our Mission	Our Values
A strong community, empowered by financial and consumer rights.	To help people who are experiencing financial and consumer law matters.	Innovative Collaborative Trustworthy Respectful Compassionate

Reporting Structure

For legal practice matters, the Senior Solicitor reports to the Principal Solicitor who oversees the legal supervision framework as the Responsible Person for CCLS' legal practice.

Role Purpose

- Provide high-quality, trauma-informed legal advice and representation in credit, debt, and consumer law.
- Provide legal leadership, supervision, and mentoring to legal team members and support staff.
- Contribute to systemic advocacy, law reform, and community legal education activities.
- Foster an inclusive and collaborative legal practice culture.

Selection Criteria

Essential	
Qualifications	<ul style="list-style-type: none"> • Admission to practice as a lawyer in WA. • Minimum 5 years post-admission experience, with demonstrated supervisory capability.



Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Ability to provide legal advice and manage complex casework in credit, debt, and consumer law. • Sound knowledge of banking, finance, consumer law, and alternative dispute resolution (ADR) processes. • Demonstrated supervisory and mentoring capability, including reviewing and settling advice, guiding solicitors, and supporting non-legal staff and volunteers. • Ability to engage sensitively and effectively with clients experiencing financial hardship and vulnerability. • Ability to apply trauma-informed practice principles. • High-level written and oral communication skills. • Strong team player who builds positive relationships with colleagues and stakeholders. • Awareness of emerging issues in CCLS practice areas.
Desirable	
	<ul style="list-style-type: none"> • Experience in community legal or not-for-profit settings. • Experience working with clients experiencing vulnerability. • Experience supervising legal staff and managing complex legal matters.

Key Responsibilities

Responsibility	Core Functions
Legal Advice and Casework	<ul style="list-style-type: none"> • Provide accurate, plain-English legal advice via telephone advice line, written advice, and representation. • Conduct legal casework including preparation for ADR processes and litigation where required. • Maintain high standards of legal drafting and file management. • Monitor and review open files in accordance with CCLS policies.
Supervision and Legal Practice Leadership	<ul style="list-style-type: none"> • Supervise solicitors, paralegals, PLT students, secondees, and volunteers on legal matters as appropriate. • Provide mentoring and professional supervision to legal team members. • Contribute to the continuous improvement of legal practice management and case management systems (CMS), team capability, and client outcomes.
Community Legal Education (CLE) and Networking	<ul style="list-style-type: none"> • Prepare and present CLE materials on issues relevant to CCLS work. • Identify emerging issues and contribute to broader community education priorities. • Represent CCLS in relevant stakeholder groups, committees, and at external forums.

Policy and Law Reform	<ul style="list-style-type: none"> • Identify systemic issues through legal practice. • Contribute to the preparation of submissions and consultation responses. • Participate in law reform and advocacy initiatives relevant to CCLS focus areas or as directed by the Principal Solicitor.
Team Contribution and Leadership	<ul style="list-style-type: none"> • Lead and foster a collaborative, inclusive, and trauma-informed workplace culture aligned with CCLS values. • Model people-first leadership, support team wellbeing and capability, and foster continuous improvement in systems, governance, and outcomes. • Make values-based decisions, balancing impact, sustainability, and accountability to community and funders.
Other Duties	<ul style="list-style-type: none"> • Perform any other duties reasonably required, requested, directed or nominated from time to time, within your capabilities.

Position Description Approved

Employee Signature		Date	
Principal Solicitor Signature		Date	04/06/2026
CEO Signature		Date	04/06/2026

Position Description Addendum Senior Solicitor – FALS Lead (Nominated Person)

Addendum Reference	PD 2.1 Addendum – FALS Lead
Base Position Description	PD 2.1 – Senior Solicitor
Basis of Appointment	Fixed-term (parental leave cover) – duration as agreed

Purpose of this Addendum

This addendum supplements PD 2.1 (Senior Solicitor) and applies where the appointee is designated as the Nominated Person for the Financial Abuse Legal Service (FALS) Lead function. It should be read in conjunction with the base position description. All other terms, responsibilities, and conditions of PD 2.1 remain in effect.

Additional Selection Criteria – FALS Lead



Desirable – FALS Specific	
Experience	<ul style="list-style-type: none"> • Experience providing legal services to clients experiencing financial abuse or coercive control in financial matters. • Experience leading a multi-disciplinary team to deliver legal and non-legal support services including financial counsellors and social workers.
Knowledge	<ul style="list-style-type: none"> • Understanding of the intersection of family violence, financial abuse and consumer credit law. • Familiarity with relevant referral pathways and support services for clients experiencing family violence.

Additional Key Responsibilities – FALS Lead

Responsibility	Core Functions
FALS Service Leadership	<ul style="list-style-type: none"> • Lead the FALS team, ensuring high-quality service delivery to clients experiencing financial abuse or vulnerability. • Maintain oversight of FALS workload, case management system, and reporting obligations. • Provide day-to-day guidance and direction to FALS team members.
Team Supervision	<ul style="list-style-type: none"> • Provide supervision and oversight to the FALS consumer and credit solicitor, paralegal, volunteers and non-legal workers. • Support the development of FALS team members' skills and knowledge of financial abuse to improve outcomes for victims and victim survivors.

Collaborative Practice	<ul style="list-style-type: none"> • Ensure effective collaborative practice with financial counsellors and other external partners involved in FALS service delivery. • Represent CCLS in FALS-related stakeholder groups, networks, and external forums.
Reporting and Compliance	<ul style="list-style-type: none"> • Contribute to FALS funding reporting requirements as directed by the Principal Solicitor and CEO. • Maintain awareness of funder obligations, service targets, and quality standards relevant to the FALS program.

Addendum Approved

Principal Solicitor Signature		Date	04/06/2026
CEO Signature		Date	04/06/2026