

JOB DESCRIPTION

Solicitor – Maternity Leave Role

SCALES Community Legal Centre Inc.

Position Title	Solicitor
Accountable To	Principal Solicitor and Operations Manager
Conditions & Tenure	Part-time position 0.6 FTE (22.5 hours per week) 12-month fixed-term contract (Parental Leave Cover), commencing September 2026 Hours negotiated Monday to Friday, 9:00am – 5:00pm
Award Classification	Social and Community Services Industry Award – Western Australia (SACS Award) With above-award pay level and entitlements as approved by the Management Committee
Salary Packaging	\$104,467.81 – \$109,198.25 per annum (pro-rata for 0.6 FTE) + superannuation Attractive salary packaging available (up to \$15,900 per annum in tax-free benefits)
Wellbeing & Benefits	Paid leave over Christmas shutdown period, annual leave loading, and access to an Employee Assistance Program (EAP) Ongoing professional development support, including full coverage of practicing certificate costs
Time in Lieu	Overtime will not be paid, but authorised time in lieu may be taken at a time approved by the Operations Manager.

Job Purpose

The primary focus of this role is providing high-quality, trauma-informed, and culturally safe legal information, advice, casework, and representation to SCALES clients, specifically women who are at high risk of harm due to family and domestic violence in the Rockingham and Kwinana region.

The position works closely with internal multidisciplinary staff (social worker, financial counsellor) and external agencies to provide holistic, wraparound support, safety, stability, and access to justice.

Authorisation

This document is an accurate statement of the duties and responsibilities of this position.

Signed: _____

Title: _____

Date: _____

OPERATIONS MANAGER

8/07/2026

Duties and Responsibilities

This position reports directly to the Principal Solicitor or supervising solicitor on all aspects of the legal practice, and directly to the Operations Manager on all other aspects of the position.

Legal Practice & Advocacy

- Provide high-quality legal representation, intensive casework, and advice to women experiencing family and domestic violence.
- Represent clients in relevant Courts concerning Family Violence Restraining Orders (FVROs), including ex-parte applications and defended hearings.
- Provide advice and minor assistance across related areas, including family law and criminal law matters (depending on experience).
- Identify and/or contribute to Law and Policy Reform discussions, inquiries, submissions, and reports as requested or required.

Community, Collaboration & Learning

- Develop and maintain strong collaborative relationships with internal and external stakeholders.
- Work closely and collaborate with the SCALES social worker, financial counsellor, and external networks to address complex client needs.
- Provide support, information, and assistance to other SCALES staff, students, and workers in external community organisations supporting victims of family violence.
- Work closely with Law Clinic Supervisors and Murdoch University students to support student learning activities in the Student Law Clinic.
- Develop, implement, and present tailored Community Legal Education (CLE) programs for women experiencing family violence and represent SCALES in external forums as directed.

General & Administration

- Maintain comprehensive client records using sound digital literacy, in strict accordance with Legal Practice rules, funder requirements, and SCALES policies.
- Ensure compliance with SCALES policies and procedures, acting at all times in accordance with the organization's vision, values, and mission.
- Maintain a collaborative, multidisciplinary teamwork approach, working both independently and cooperatively.
- Attend regular staff meetings, team planning/review activities, and Committee or sub-committee meetings as required.

Carry out other duties consistent with the role as requested, required or directed by the Operations Manager or Principal Solicitor.

Selection Criteria

Essential

- 1. Qualifications & Practice:** Current Western Australian practising certificate, with a minimum of 1 year of post-admission experience, in civil law, with some court advocacy, and representation experience.
- 2. Specialist Knowledge:** Demonstrated knowledge and experience of trauma-informed and culturally safe practices when working with clients who have complex needs.
- 3. Communication Skills:** Well-developed oral and written communication skills, including the ability to efficiently prepare court documents, correspondence, and complex legal reports.
- 4. Client Engagement:** Demonstrated capacity to interview and communicate effectively and sensitively with clients who have high needs, specifically First Nations people and clients from culturally and linguistically diverse (CALD) backgrounds.
- 5. Teamwork & Dynamics:** Ability to work effectively both independently and collaboratively within a multidisciplinary team environment (alongside social work and financial counselling professionals).
- 6. Organisational Skills:** Strong digital literacy and organizational skills to manage workloads, maintain meticulous records, and manage time effectively.

Desirable

Experience providing community legal services or working within a community-based agency.
Experience or demonstrated knowledge in family law and criminal law.

