

LAWYER

POSITION NAME	Lawyer
CLASSIFICATION LEVEL	Unrestricted lawyer level 7/8 SACS Award, depending on skills and experiences (\$113,912 - \$129,966 pro-rata) Restricted lawyer level 5/6 SACS Award, (\$97,211 - \$110,114 pro-rata)
REPORTS TO	Principal Legal Officer/Senior Supervising Lawyer
TENURE	12 months parental leave, subject to probationary period
HOURS	Full-time or part-time, with flexible working options

ABOUT

WOMEN'S LEGAL SERVICE WA

Women's Legal Service WA is a specialist community legal centre funded to provide free legal services for women in Western Australia. WLSWA delivers services to women who are financially disadvantaged, and who live with multiple vulnerabilities that creates other barriers to accessing justice. We focus on victims and survivors of family, domestic and sexual violence. Socio-legal assistance is tailored to ensure continuity in support and mitigate re-traumatising clients.

WLSWA works alongside and compliments generalist community legal centre work and other specialist women's services. WLSWA also promotes women's human rights to be upheld and fosters legal and social change through a range of strategic activities, including law and policy reform.

POSITION OVERVIEW

Lawyers provide information, advice, referral, advocacy, community legal education and court representation to women in Western Australia in need of legal support and who meet WLSWA eligibility criteria. The gender-specific and trauma informed casework includes all areas of our service – family law (children's issues), protection and care matters, family and domestic violence and criminal injuries compensation.

Whilst this position is based in the Perth office, it may also involve episodic co-location at specialist women's health centres in the metropolitan area and occasional travel in regional Western Australia.

The WLSWA leadership comprise a Chief Executive Officer, Principal Legal Officer, Senior Supervising Lawyer, Operations Manager. As a member of the legal team, lawyers report to the PLO or Senior Lawyer.

RESPONSIBILITIES Legal

- Provide legal information, advice, casework (including Court representation) in Western Australia primarily in the area of family law, protection and care, family and domestic violence, and criminal injuries compensation.
- Manage the provision of legal services to clients, including assistance with communications, meetings and negotiations, and case file management to the highest standard.
- Provide the above assistance to clients at outreach locations as directed.
- Attend regular meetings with the casework staff employed by WLSWA to monitor the provision of legal services.
- Ensure all statutory requirements of legal practice are met.
- Assist with the development and presentation of WLSWA community legal education activities.
- Assist with the research, production, maintenance and evaluation of resources required for community legal education.
- Remain abreast of current trends and practices in the legal system and sector, and broader issues impacting women.

Sector

- Work in collaboration with partner agencies to ensure the delivery of coordinated and integrated socio-legal assistance to clients.
- Assist in the establishment and continuation of wider networks, referral pathways and sector partnerships to achieve effective service delivery for clients.
- Participate and represent WLSWA in relevant networks and forums as directed.

Operations

- Ensure compliance with the Policies and Procedures of WLSWA.
- Provide regular service updates and case studies to the Principal Legal Officer, for inclusion in Board and other reports.
- Assist with the writing and editing of texts for publication as needed.
- Undertake professional development in line with continuing professional development requirements.
- In consultation with the CEO and PLO participate in raising awareness about law reform.

- Assist with the preparation of submissions to government and stakeholders with respect to legal policy and law reform about women facing disadvantage, as directed.
- Always maintain a collaborative teamwork approach.

SELECTION

CRITERIA

Qualifications, knowledge and experience

- Degree in Law or equivalent with minimum of two years post admission experience (exemption for restricted practitioners).
- Admitted or eligible for admission in the Supreme Court of Western Australia.
- Current or eligibility to hold an unrestricted practicing certificate (exemption for Restricted Practitioner's).
- Post admission experience in, or knowledge of the main casework areas of WLSWA, including family law, family and domestic violence, protection and care, and criminal injuries compensation.
- Understanding of the social and economic context adversely impacting women, including gender inequality, homelessness, and poverty.
- Advocacy, skills and experience representing clients in the courts.
- Outstanding written and oral communication skills.

Organisational Fit

- Ability to organise a daily workload by priorities, and meet deadlines in a fast paced, quickly changing environment.
- Willingness to travel, including working from other locations, when required to deliver services to clients and the community.
- Excellent problem-solving skills with capacity for proactive thinking and independent work.
- Ability to work constructively and collaboratively in diverse team environments, and actively participate in all team activities.
- Ability to develop and maintain effective working relationships with stakeholders
- Value driven professional with high levels of enthusiasm, integrity and ethics.
- Demonstrated commitment to social justice and other WLSWA values.
- Demonstrated competence using Microsoft Word and Outlook.
- Current National Police Clearance.

Highly Desirable

- Experience in working with women facing disadvantage, including demonstrated ability to work with, and have an understanding of, the cultural and safety needs of Aboriginal and Torres Strait Islander women, and women from culturally and linguistically diverse backgrounds.
- Experience in coordinating or presenting community legal education.
- Current 'C' Class WA Driver's Licence.
- Current Working with Children Check.