



WHEATBELT

- COMMUNITY LEGAL CENTRE -

JOB TITLE:	Junior Lawyer
RESPONSIBLE TO:	Principal Lawyer
JOB SCOPE:	<ul style="list-style-type: none"> • Undertake the provision of professional, high quality legal advice and representation to clients in areas of family law, family violence matters, minor criminal, minor civil and criminal injuries compensation matters. • Undertake travel to various communities within the Wheatbelt to carry out legal assistance and education on a regular basis (may include overnight stays on occasion); • Keep up to date with relevant legal developments and procedures by attending professional legal education programs and maintain an understanding of issues impacting the justice system and provide guidance and leadership to Wheatbelt community/stakeholders
HOURS:	Monday – Friday 8am to 4pm (plus any additional reasonable hours as agreed by the employer).
ANNUAL SALARY:	<ul style="list-style-type: none"> • Salary range of between \$85,000 - \$92,000 per annum depending on experience, plus superannuation. • Conditions under the SCHADS Industry Award 2010 (MA 000100). • Up to \$15,000 to subsidise your housing, or a 3 bed 2 bath house provided for the first 12 months. • The employer offers salary sacrifice provision up to \$15,900 per annum. (rent will be part of a salary package, excluding electricity and any costs associated with the general maintenance of the property) • Relocation expenses up to \$5000 available.

MAIN DUTIES AND RESPONSIBILITIES	
1.	In accordance with Wheatbelt CLC's strategic and operational plans, provide advice, referrals, casework assistance, legal representation, law reform and community legal education, throughout the Wheatbelt region.
2.	To appear as solicitor and counsel in all courts as required.

3.	To work with the Principal Lawyer to ensure that all legal work undertaken by Wheatbelt CLC complies with the requirements of the Legal Profession Act 2008, Legal Profession Conduct Rules WA 2010, Professional Indemnity Insurance requirements and Wheatbelt CLC's policies and practice standards.
4.	Keep up to date with relevant legal developments and procedures by attending professional development programs and maintain an understanding of issues impacting the justice system and members of the Community.
5.	Contribute to the collaborative relationship between Legal Aid WA, Community Legal Centres WA and other community organisations with whom Wheatbelt CLC interacts.
6.	Maintain effective file and diary management systems, administrative systems and procedures and quality assurance procedures as well as maintain statistics and other records required by funding bodies.
7.	Maintain and facilitate Wheatbelt CLC's role within the community and public profile through the preparation of media releases and articles, presentation at meetings, seminars and conferences, and represent Wheatbelt CLC in public forums.
<p><i>This job description is not exhaustive and may be adjusted periodically after review and consultation. The incumbent will also be expected to carry out any reasonable duties, which may be requested from time-to-time.</i></p>	

ESSENTIAL CRITERIA	
1.	Hold an unrestricted legal practice certificate in Western Australia.
2.	Demonstrated 2 + years' experience (pqe) in the provision of all aspects of legal service delivery including representation, casework and advice in community-based areas of law, specifically the areas of family law, family violence, criminal law, minor civil and criminal injuries compensation.
3.	Well-developed interpersonal skills including the ability to communicate sensitively and effectively with clients and other persons from diverse backgrounds.
4.	Experience in working collaboratively and effectively within a small team environment as well as with other community service providers.
5.	Proficiency in the use of MS Office (MS Word, Excel, Outlook) to a legal practice and the capacity to quickly acquire competency in the use of Wheatbelt CLC's client database.
6.	Current driver's licence (class c).
7.	National Police Clearance and Working with Children Check.

To be considered for an interview, applicants **must** address the Essential Criteria in no more than two A4 single-side pages.