



Working Women's Centre WA Lawyer – Unrestricted

Position name	Lawyer – Working Women's Centre WA
Classification	Level 6 SCHADS Award
Reports to	Senior Lawyer (Casework) - Workplace, Circle Green Community Legal
Tenure	Permanent
Hours	Full time with part-time arrangements considered
Date created	August 2024

About Working Women's Centre WA

Working Women's Centres provide free information, advocacy, advice and assistance to women on workplace issues, including workplace entitlements and rights, gender issues, cultural diversity, discrimination and sexual harassment. WLSWA is implementing the Western Australian WWC in partnership with Circle Green, and who currently deliver the WA Workplace Respect Project. The WA WWC service model is holistic and trauma-informed, to ensure that issues in relation to the workplace are addressed in the context of women's other needs.

About Circle Green Community Legal

Circle Green Community Legal provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Circle Green specialises in humanitarian, tenancy and workplace legal support services. Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

Circle Green will collaborate with WLSWA to oversee the WA WWC. The WA WWC will also work closely with Circle Green's Workplace Respect Project.

About Women's Legal Service WA

WLSWA is the only gender specific community legal centre in WA, delivering services to women who are financially disadvantaged, and who live with multiple vulnerabilities that

creates other barriers to accessing justice. Socio-legal assistance is tailored to ensure continuity in support and mitigate re-traumatising clients. As a specialist legal service, WLSWA works alongside and compliments generalist community legal centre work. 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.

WLSWA is the lead agency in the delivery of the WWCWA and will host the service hub and provide central coordination.

Role Contribution

WA WWC Lawyers are required to provide comprehensive legal advice, casework, representation, community legal education and training, and law reform contributions in the area of workplace law under the direct supervision of Senior Lawyers and ultimate supervision of the Principal Lawyer – Workplace at Circle Green. Lawyers will also be responsible to the WA WWC Manager.

Lawyers will work closely with both WA WWC staff and Circle Green's Workplace Stream as part of a multi-disciplinary team to provide clients with trauma-informed, effective, and accessible socio-legal services to working women in WA. They will walk with clients and WA WWC social workers to ensure each client's workplace issues are addressed in the context of their broader social needs. A client-centred approach and a commitment to ensuring a best practice integrated response for working women experiencing complex and intersecting needs are essential.

Based in the Perth office, Lawyers will be required to travel to undertake outreach circuits across regional WA.

Key relationships

- Reporting to Senior Lawyer (Casework) – Workplace, Circle Green Community Legal with ultimate accountability to the Principal Lawyer – Workplace.
- Dotted line and responsibility to the Manager, WA WWC (employed by WLSWA).
- Working closely other WWCWA staff, including social workers, project officers, marketing officers, and client services officers.
- Working closely with other Circle Green staff, including workplace lawyers and advocates, legal administrative assistants and Workplace Respect Project staff.

Key responsibilities

Client work

- Deliver high-quality, trauma-informed, and pragmatic legal advice on a wide range of employment law and workplace discrimination issues.
- Conduct casework, including legal tasks, pre-litigation representation, and court / tribunal representation in a range of workplace law jurisdictions.
- Identify opportunities for and contribute to the conduct of test cases in the area or workplace law, including briefing barristers where required.
- Work with social workers, interpreters, disability advocates, financial counsellors and other support workers to meet client's broader needs and deliver accessible legal services.

- Engage and establish rapport with clients from diverse social and cultural backgrounds over a range of communication mediums, including in-person, telephone, videoconference, and in writing.
- Identify intersecting legal issues and provide appropriate facilitated and simple referrals where needed.

Legal Supervision

- Conduct regular file reviews of open client matters, identifying and actioning relevant deadlines as appropriate.
- Participate in regular file review meetings for ongoing casework matters.
- Supervise and support the training of other paid or voluntary legal staff, including restricted lawyers, advocates, secondees and volunteers as required.
- Review new or return client triages / assessments to identify, handle or escalate legal risk management issues, such as conflicts of interest and limitation dates.
- Monitor and provide regular reports on caseloads and any outcomes achieved.
- Assist in the coordination of outreach and clinics.
- Ensure compliance with risk management and professional obligations within the practice.

Strategic Legal Review and Advocacy

- Identify gaps and opportunities for meaningful reform of workplace laws for the benefit of working women in WA.
- Prepare and contribute to law and policy reform submissions and activities as required.
- Identify opportunities to improve service delivery and justice outcomes for current and future clients.
- Contribute to the implementation of a comprehensive outcomes measurement framework.
- Ensure services delivered are in alignment with WA WWC program logic and funding requirements.

Community Legal Education

- Develop and promote community legal education initiatives.
- Facilitate and present community legal education courses.
- Contribute to the development, review, and continuous improvement of community legal education resources.
- Conduct other community engagement and education activities as required.

Team Responsibilities

- Implement WA WWC and Circle Green's policies and procedures and act in accordance with the organisations' mission and values.
- Participate in WA WWC and Circle Green's team meetings, planning and review activities.
- Collaborate effectively across both the WA WWC and Circle Green's Workplace Stream to maintain a positive and supportive team environment.

- Carry out other duties, consistent with the role, as directed by the Principal Lawyer – Workplace.

Selection Criteria

Credentials

- Law degree.
- Admitted, or eligible for admission, as a legal practitioner in the Supreme Court of Western Australia and eligible to hold an unrestricted WA practising certificate.
- Current 'C' Class WA Driver's License (desirable)
- National Police Clearance
- Working with Children Check

Experience

- At least 2 years' post admission experience in workplace law.
- Experience supervising and mentoring junior legal staff and volunteers.
- A demonstrated commitment to human rights and social justice issues, including advancing the interests of women, reducing gender inequality, and empowering women.

Skills

- Excellent written and verbal communication skills, with the ability to understand and convey complex concepts to people from diverse social, cultural, and linguistic backgrounds.
- Ability to work effectively within a multi-disciplinary team and collaborate with internal and external stakeholders.
- Strong ability to effectively time manage, prioritise and meet deadlines.
- Ability to work autonomously with minimal supervision and be an effective team member.
- Demonstrated problem solving, negotiation and conflict resolution skills.
- Ability to conduct casework and litigation, including advocacy skills.