



Solicitor – Unrestricted Practitioner

Full-time for a fixed term to 30 June 2026

\$104,816 to \$119,588 (full time rate)

Community Service Worker 7/8

TLC Emergency Welfare Foundation of Western Australia (Inc.) Enterprise Bargaining Agreement and Social and Community Services (Western Australia) Interim Award 2011

We are an independent community legal centre specialising in Social Security law. We receive funding from the Commonwealth and State Governments. We are also funded to provide a tenant advocate service. We are seeking a solicitor with at least 3 years post-admission experience to join our team. You must be eligible to hold an unrestricted practicing certificate in Western Australia. This position is for a fixed period up to 30 June 2026. Employment will be subject to a 3-month probation period.

Salary and Conditions

Total Hours:

Full time position - 76 hours per fortnight.

Period of employment:

Fixed term up to 30 June 2026.

Working Hours:

The service is open from 9:00 am to 5:00 pm Monday to Friday.

Responsible To:

Executive Officer and Principal Solicitor

Salary and Conditions:

As per the TLC Emergency Welfare Foundation of Western Australia (Inc.) Enterprise Bargaining Agreement and Social and Community Services (Western Australia) Interim Award 2011 at Level 7/8 - \$104,816 to \$119,588 per annum full-time rate. The service has an in-house set of policies and procedures that are worked to. The service is an Equal Opportunity employer and is a smoke free working environment. Salary Sacrificing is available.

Expression of Interest:

Applications in writing including a resume which contains two professional referees and their contact details and a brief statement addressing the selection criteria.

Contact:

Kate Beaumont (08) 9328 1751
Executive Officer welfare@wraswa.org.au
Welfare Rights & Advocacy Service
98 Edward St
PERTH WA 6000

Closing Date for applications:

Close of business Tuesday, 25 March 2025

Note: Applications that do not address the selection criteria will not be considered.

Solicitor

Selection Criteria

Essential

1. Holder of or eligible for an unrestricted practising certificate in Western Australia with at least 3 years post admission experience.
2. Knowledge of Social Security law and WA Residential Tenancies law or the ability to quickly acquire this knowledge.
3. Demonstrated interest in and capacity to undertake litigation in tribunals and courts.
4. Demonstrated advocacy and negotiation skills.
5. Strong oral and written communication skills and demonstrated ability to work with vulnerable clients experiencing a broad range of social and legal issues.
6. Ability to communicate legal concepts in a simple and succinct manner and modify communication style as indicated by the intended recipient.
7. Excellent organisational skills, including both time management and file management with the ability to manage your workload and prioritise competing demands and deadlines.
8. Demonstrated ability to work both independently and as part of a team comprising legal and non-legal staff with a willingness to learn and share knowledge with others.
9. Demonstrated commitment to ensuring access to justice for all members of the community.

Desirable

1. Experience in a community legal service will be highly regarded.
2. Computer or keyboard skills and the ability to use products from the Microsoft Office 365 Suite.
3. Flexibility and a sense of humour.
4. Experience working with clients from a non-English speaking background, and working with interpreters.
5. Commitment to self-care and nurturing of a respectful and caring work environment.

Solicitor

Duty Statement

1. Direct Service Provision

- Provide supportive and non-judgmental assistance to clients, including advice, and representation in courts and tribunals.
- Assist clients with complaints, reviews and appeals, in relation to social security and tenancy law matters.
- Develop and disseminate community legal education materials, including self-advocacy resources, preparation of written materials, liaise with and deliver training to community organisations and members of the community.

2. Other

- Work closely with other staff to ensure that a high standard of service is maintained and to support staff skills development.
- Participate in identifying law reform priorities in relation to social security and tenancy law and strategies to address them and where required contribute to law reform and policy work by writing submissions.
- Engage in suitable training opportunities with a view to maintaining skills and service levels and complying with the CPD requirements for legal practice in Western Australia.
- Contribute to the teamwork approach of Welfare Rights & Advocacy Service, its work, and activities.
- Supervise restricted practitioners, law students, paralegals and volunteers.
- Co-operate with and assist the Executive Officer and Principal Solicitor in the exercise of their duties and to maintain service to clients.
- Participate in and contribute to the maintenance and development of networks with other relevant organisations.
- Participate in relevant committees, issue-based groups, conferences and workshops as required.
- Perform any other duties as directed by the Executive Officer/Principal Solicitor and/or Welfare Rights & Advocacy Service Board provided these additional duties do not conflict with the Award classification of the position or other duties as stipulated in this duty statement.