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| **SECTION 1: POSITION IDENTIFICATION** |
| **Position:** **Region:****Location of position:** **Hours:** | Solicitor – Restricted (including CLP restricted Solicitor on Secondment) | **Classification:****Award/Conditions:** | As per Conditions of Employment |
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|  | AP814193 - Aboriginal Communities and Organisations (Western Australia) Award 2001 |
| 75 hours per fortnight |

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| **SECTION 2: REPORTING RELATIONSHIPS** |
| **Responsible to:** Principal Legal Officer Regional Co-ordinatorSenior Regional Solicitor |
| **Staff reporting to this position:** Nil |

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| **SECTION 3: ORGANISATIONAL VALUES/BUSINESS EXCELLENCE COMMITMENT** |
| Your role with AFLS carries responsibility to actively promote the following key organisational values: |
| ***Cultural Security* –** ensuring the delivery and outcome of services are equitable and based on need***Confidentiality* –** personal information is held in trust***Respect* –** everyone is treated with fairness, equity, honesty and integrity | ***Ethics* –** act with professionalism, trustworthiness, accountability and transparency***Responsibility* –** every individual has a professional responsibility to uphold the integrity of the organisation***Innovation* –** develop new ideas and conduct ongoing evaluation and quality improvement of the organisation |

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| **SECTION 4: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBLITIES** |
| The employee shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice and AFLS Workplace Health and Safety Policies and Procedures. The employee shall also comply with instructions given by their manager in the respect of the Health and Safety of themselves and the Health and Safety of other persons. |

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| **SECTION 5: PRIMARY OBJECTIVES OF THIS POSITION** |
| To provide legal services for victims of family violence and sexual abuse, working under the direction of a more senior AFLS solicitor |

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| **SECTION 6: KEY RESPONSIBLITIES, GOALS OR OBJECTIVES** |
| Duties and responsibilities include but are not limited to:1. Establish strong professional networks both within the organisation and in the wider community, both legal and non legal to assist in leading positive outcomes for AFLS.
2. Developed culturally appropriate behaviors and sensitivity to the needs of Aboriginal colleagues and clients.
3. Provides support and information to paralegals.
4. Exceptional written, oral and presentation skills.
5. Detailed knowledge of relevant law.
6. Ensures consistent demonstration of the necessary level of professional/technical skills and experience to meet or exceed the expectations of the role by liaising with senior solicitors, as required.
7. Ability to give clear legal advice.
8. Developed oral and written negotiation skills.
9. Provision of advice on routine matters or matters of lawcomplexity.
10. Developed forensic advocacy skills in the preparation of complex documents and in court/trial appearances/advocacy
11. Focus on assistance, advice and representation in areas of family law, protection and care applicants, criminal injuries compensation and violence restraining orders.
12. Sound knowledge of court and other relevant procedures.
13. Sound working knowledge of legal file management.
14. Demonstrated working knowledge of the role of other agencies for referral purposes.
15. Community Legal Services Information Systems (CLSIS) management. The ability to correctly use CLSIS.
16. Able to work with limited supervision under guidance from a senior AFLS Legal solicitor.
17. Be a key contributor at forums/discussions aimed at shaping the strategy of the organisation.
18. Assist in the development of Community Legal Education in liaison with Regional Coordinators and Community Support Officers.
19. Prepared to travel remotely as part of the implementation of the AFLS Community Legal Education Program.
20. Operate in accordance with WA’s ethical and professional conduct standards to ensure sustainable representation of violence and abuse victims.
21. Be a key contributor at forums/discussions aimed at shaping the strategy of the organisation.
22. Be a key contributor in representation of regional issues to the PLM/CEO in liaison with the Regional Coordinators.
23. Providing community assistance through conducting pre-prepared (legal content checked) outreach programs, as required.
24. Assist in the update and production of self help lists, pamphlets and information sheets for clients in liaison with AFLS colleagues.
25. Display a positive attitude towards workplace change initiatives as directed/implemented by the CEO/PLO or Regional Coordinators.
26. Demonstrates a positive attitude towards change and flexibility in meeting new and varied work demands.
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| **SECTION 7: KEY PERFORMANCE INDICATORS** |
| **Objective 1: Effective Delivery of Core Services**Maintain professional standards in accordance with the Legal Practice Rules – Risk management plans 100% adhered toReferrals from external parties - target 150 across AFLSProvide informations and referrals to other services as appropriate – target 150 across AFLSOperate a holistic service model that involves all staff in case management processes - Policy and procedure adhered to – 100%**Objective 2: Engaging Community Support for AFLS Vision**Support AFLS in the delivery of CLE – target 100 participants per regionSupport remote communities through outreach work – 20 outreach trips every region yearlyPrograms aimed at youth to promote respectful relationships – target 100 participants per region**Objective 3: Organisational Strength and Professionalism**Adhere to all organizational policies – target 100% complianceSupport on the job ‘legal’ training for regional staff – ongoingIdentify and develop MOU with relevant government and non-government agencies – target 5 per regional office per annum**Objective 4: Advocacy for Policy and Law Reform**Contribute to Law reform through submissions to law reform agencies – 2 per office per annumPromote the AFLS objectives through attendance and presentation at conferences and other public forums – 7 per office per annum**Objective 5: Review and Evaluate the Operations of AFLS**Review of CLSIS data and population statistics – ongoing |

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| **SECTION 8: SELECTION CRITERIA** |
| **Essential*** Legal qualifications relevant to the position (Law Degree) with copies provided
* Admitted or eligible for admittance to practice in the Supreme Court of Western Australia
* Have completed graduate year and 30 weeks of practical legal training pre admission to practice
* Excellent communication skills including oral and written
* Demonstrated ability to develop and maintain effective working relationships with stakeholders
* Demonstrated ability to communicate effectively and sensitively with Aboriginal people
* Demonstrated ability to travel to remote areas to deliver services to clients and the community

**Desirable*** Post graduate education in Aboriginal Family Violence issues
* Post admission litigation experience
* Experience working with Aboriginal people
* Experience in family law, protection and care matters, criminal injuries compensation and/or violence restraining orders
* Experience in delivering community legal education
* Ability to conduct litigation
* Knowledge of Legal Aid WA

**Essential Eligibility Requirements*** Current ‘C’ Class WA Driver’s License
* Working with Children Card
* Current Federal Police Clearance
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| **SECTION 9: CERTIFICATION** |
| I have reviewed and confirm my full understanding of the role of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and agree that this is an accurate position description of that role. |
| Staff Name: | Sign: | Date: |
| I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role. |
| Manager Name: | Sign: | Date: |