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| **POSITION** | Solicitor – Restricted (including CLP restricted Solicitor on Secondment) |
| **LOCATION** |  |
| **ORGANISATIONAL VALUES / BUSINESS EXCELLENCE COMMITMENT** | Your role with AFLS carries responsibility to actively promote the following key organisational values:  **Leadership –** in taking a team approach to the achievement of AFLS’s strategic objectives in addition to leading by example in terms of work ethic and passionately representing the interests of victims of Aboriginal family violence and abuse.  **Openness –** and integrity in your internal and external communications.  **Creativity –** in the execution of your work skills to promote productivity, flexibility, innovation and the development of ideas.  **Knowledge –** sharing can enrich the skills and experience pool of the AFLS workforce – enhancing our ability to provide superior representation and other services to victims.  **Empowerment –** with support will give you and your AFLS colleagues the tools and will to achieve goals.  **Respect –** is a mutual expectation within the AFLS culture. |
| **REPORTS TO** | Principal Legal Officer  Regional Co-ordinator  Senior Regional Solicitor |
| **SUPERVISES** | N/A |
| **AWARD CLASSIFICATION** | As prescribed in the Aboriginal Communities and Organisations Interim Award 2011 |
| **CONDITIONS OF EMPLOYMENT** | **AP814193 - Aboriginal Communities and Organisations (Western Australia) Award 2001**  As documented in the contract of employment |
| **HOURS OF DUTY** | 75 hours per fortnight |
| **OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES** | 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. |
| **PRIMARY OBJECTIVES OF THE POSITION** | * Legal services for victims of family violence and abuse. * Works under the direction of a more senior AFLS solicitor |
| **RELATIONSHIPS** | **Key Internal Relationships**   * Principal Legal Officer * Corporate Services Manager * Regional Coordinator * Senior or unrestricted AFLS Solicitor * Other AFLS Solicitor * Legal Aid * Community Support Officer * Administration Support Officer   **Key External Relationships**   * Regional Courts/Tribunals * Local government agencies (eg. Police) * Local community groups |
| **KEY RESPONSIBILITIES, GOALS AND OBJECTIVES** | Duties and responsibilities include but are not limited to:  **People**   * Build and maintain positive working relationships with all AFLS employees/contractors and external stakeholders. * Consider the impact of actions on work on work colleagues/clients. * Ability to work cooperatively within a team environment. * Display empathy, value and respect the opinions of others in interactions with colleagues and clients. * Developed culturally appropriate behaviors and sensitivity to the needs of Aboriginal colleagues and clients. * Provides support and information to paralegals.   **Data Information and Knowledge**   * Exceptional written, oral and presentation skills. * Detailed knowledge of relevant Law. * Good working knowledge of available resources. * 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. * Ability to give clear legal advice. * Sound drafting skills. * Developed oral and written negotiation skills. * Provision of advice on routine matters or matters of law complexity. * Developed forensic advocacy skills: * Assistance in the preparation of complex documents in liaison with senior solicitors; and * in court/trial appearances on matters of law complexity under the guidance of a senior solicitor. * Focus on assistance, advice and representation in areas of: * Family Law * Protection and care applicants * Criminal Injuries Compensation * Violence Restraining Orders * Sound knowledge of court and other relevant procedures. * Sound working knowledge of the organisation, its values and principles. * Sound working knowledge of legal file management. * Demonstrated working knowledge of the role of other agencies for referral purposes. * Demonstrated understanding and compliance with the standards, policies and procedures of AFLS. * Community Legal Services Information Systems (CLSIS) management. The ability to correctly use CLSIS.   **Strategy and Planning**   * Able to work with limited supervision under guidance from a senior AFLS Legal solicitor. * Be a key contributor at forums/discussions aimed at shaping the strategy of the organisation. * Share field and case information with senior solicitors to assist in establishing organizational needs.   **Customer and Market Focus**   * Always act in the best interest of the clients (victims) in line with AFLS funding and policy guidelines. * Assist in the development of Community Legal Education in liaison with Regional Coordinators and Community Support Officers. * Assist in the update and production of self help lists, pamphlets and information sheets for clients in liaison with AFLS colleagues. * Prepared to travel remotely as part of the implementation of the AFLS Community Legal Education Program.   **Leadership**   * 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. * Makes effective use of mentors, supervising and all senior Solicitors, AFLS colleagues and Aboriginal Family Violence industry experts in shaping your leadership style. * Act as role model for staff, stakeholders and the community. * Promote the values, goals and objectives of the organisation. * Lead with humility, confidence, wisdom, sensitivity and commitment.   **Innovation, Quality and Improvement**   * Display a positive attitude towards workplace change initiatives as directed/implemented by the CEO/PLO or Regional Coordinators. * Demonstrates a positive attitude towards change and flexibility in meeting new and varied work demands. * Harvest and create new ideas using colleagues as sounding boards. * Make recommendations to line management, re. receiving improvements.   **Success and Sustainability**   * Demonstrated ability to reflect as work practices and make the necessary adjustments to enable continuous improvements. * Operate in accordance with WA’s ethical and professional conduct standards to ensure sustainable representation of violence and abuse victims. * Demonstrate sound understanding of OHS legislation and safe work practices. * Ensure all interactions with and representation of clients is conducted within legislative requirements and the scope of AFLS funding agreements obligations.   **Self Leadership**   * Complete a performance and development plan for self with the Principal Legal Officer. * Complete all actions for self arising from performance and development plan within agreed timeframes. * Review Position Description with the Principal Legal Officer yearly, to ensure it remains current. * Create a goal that is important to you that will bring more balance to your work and life. |
| **SELECTION CRITERIA** |  |
| Qualifications – Formal Education/Certification | **Essential**   * Current ‘C’ Class WA Driver’s License * Working with Children Card * Current Federal Police Clearance * Admitted or eligible for admittance to practice in the Supreme Court of Western Australia * Legal qualifications relevant to the position (Law Degree) with copies provided   **Desirable**   * Post graduate education in Aboriginal Family Violence issues |
| Work Experience and Years of Experience | **Essential**   * Have completed graduate year and 30 weeks of practical legal training pre admission to practice * Successful completion of theoretical training pre admission to practice   **Desirable**   * Some post admission litigation experience * Some experience working with Aboriginal people * Some experience in family law, protection and care matters * Criminal injuries compensation and/or violence restraining orders |
| Skills / Knowledge / Abilities Performance | * Ability to conduct litigation * Ability to communicate effectively and sensitively with Aboriginal people * Ability and resolve to travel to remote areas as part of your role * Willingness to learn and share knowledge with others * Knowledge of the working of legal aid |
| **KEY PERFORMANCE INDICATORS** | * Demonstrated desire to achieve results for AFLS through valuing people, partnerships and teamwork. * Strong relationships within and external to AFLS. * Achievement of both sound technical legal outcomes and consistently culturally appropriate behaviours in dealing with local Aboriginal Communities family violence and abuse issues. * Consistently works in line with AFLS standards, policies, procedure and funding body requirements. * Demonstrated leadership through professional networks in the promotion of AFLS services. * Use CLSIS as required. |
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I have reviewed and confirm my full understanding of the role of Restricted Practising Solicitor (including CLP Solicitor on Secondment), and agree that this is an accurate position description of that role.

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| 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.

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| Manager Name: | Sign: | Date: |