

**ABORIGINAL LEGAL SERVICE OF WESTERN AUSTRALIA (INC.)
DUTY STATEMENT AND SELECTION CRITERIA**

SECTION 1 - POSITION IDENTIFICATION			EFFECTIVE DATE OF DOCUMENT 29/09/2015
DIVISION: LEGAL		CLASSIFICATION Grade 5-7 (1.0 FTE)	POSITION NO.: LO-422
DEPARTMENT: CRIMINAL LAW UNIT		TITLE: LAWYER	
LOCATION: KALGOORLIE		SALARIES AGREEMENT ALSWA EBA 2015/2016	

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO
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SECTION 3 - KEY RESPONSIBILITIES

At this level a Lawyer is required to appear as counsel in various jurisdictions as well as providing duty lawyer services. Undertake regular travel to circuit courts at various locations and attend weekend court as required. Be responsible for the afterhours telephone attendances and call out when required.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
		22/09/2015
TITLE: LAWYER	CLASSIFICATION Grade 5-7 (1.0 FTE)	POSITION NO.: LO-422
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	%
1.0	PROFESSIONAL	
1.1	Appear as Counsel in the Magistrates and Children’s Courts, and the District Court and Supreme Court as required, including duty lawyer services and regional circuit courts.	70
1.2	Liaise with relevant agencies including the Courts, Prosecutions, Community Corrections, and Youth Justice, Aboriginal and non-Aboriginal organisations.	
1.3	Prepare legal documents, filing of court documents and completing relevant paperwork.	
1.4	Immediately advise the Managing Lawyer of the office or the Director, Legal Services of any potential conflict of interest.	
1.5	Attend weekend court as required.	
1.6	Be responsible for the afterhours telephone attendances and call outs when required.	
1.7	Work cooperatively in a team environment with others inclusive of lawyers, court officers and administrative staff.	
1.8	Visit prisons, juvenile detention centres and police stations to advise and assist clients.	
1.9	Attend Unit meetings as required.	
2.0	ADMINISTRATIVE	20
2.1	Undertake all aspects of file management in accordance with appropriate professional standards.	
2.2	Perform duties in accordance with a continuous process to monitor, evaluate and develop performance at a personal and service level.	
2.3	Data entry as required.	
3.0	OTHER	10
3.1	Perform duties in accordance with Commonwealth Attorney Generals’ Department funding agreement.	
3.2	Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation.	
3.3	Perform duties in accordance with ALSWA Policies and Procedures.	
3.4	Perform other duties as directed.	
FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually		

SECTION 5 - SELECTION CRITERIA		EFFECTIVE DATE OF DOCUMENT 22/09/2015
TITLE: LAWYER	CLASSIFICATION Grade 5-7 (1.0 FTE)	POSITION NO.: LO-422

ESSENTIAL

1. Demonstrated experience appearing as counsel in criminal matters including the provision of duty lawyer services.
2. Demonstrated knowledge of substantive law, the rules of evidence and criminal practice and procedure.
3. 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.
4. Highly developed communication skills (interpersonal, written and verbal) with experience in conflict resolution.
5. Highly developed conceptual and analytical skills.
6. Ability to travel when required.

DESIRABLE

1. Sound understanding of the Aboriginal community and the issues affecting them.
2. Knowledge of and commitment to Occupational Safety and Health, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery

SECTION 6 - APPOINTMENT FACTORS**LOCATION:**
KALGOORLIE**ACCOMMODATION**
N/A**PREREQUISITES SPECIFIC TO THIS POSITION**

- Admitted, or be eligible for admission as a Lawyer of the Supreme Court of Western Australia.
- Must not be the subject of any unresolved complaint or related proceeding before the Legal Profession Complaints Committee of WA or any other professional disciplinary authority.
- Possession of a current motor vehicle driver's licence.
- Produce a National Police Certificate, Having a criminal record does not necessarily disqualify you from appointment to this position.
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
- Committed to the principles of social justice.
- An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

SPECIAL CONDITIONS/ALLOWANCES:

N/A

SECTION 7 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE: _____
DLS/DELEGATED AUTHORITY**SIGNATURE:** _____
CEO / DELEGATED AUTHORITY**DATE:** _____**DATE:** _____

- (ii) As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.

Signed & Acknowledged

CREATED/AMENDED	AUTHORISED HR MANAGER	APPROVED	DATE REGISTERED
22/09/2015	RENEE SARICH		