

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

<b>SECTION 1 - POSITION IDENTIFICATION</b>			<b>EFFECTIVE DATE OF DOCUMENT</b> 29/09/2015
<b>DIVISION:</b> LEGAL		<b>CLASSIFICATION</b> Grade 4-6 (1.0 FTE)	<b>POSITION NO.:</b> LO-223
<b>DEPARTMENT:</b> CIVIL & HUMAN RIGHTS UNIT		<b>TITLE:</b> <b>LAWYER</b>	
<b>LOCATION:</b> PERTH		<b>SALARIES AGREEMENT</b> ALSWA EBA 2015/2016	

**SECTION 2 - POSITION RELATIONSHIPS**

<b>RESPONSIBLE TO</b>	<b>TITLE:</b> DIRECTOR LEGAL SERVICES  <b>CLASSIFICATION:</b> Class 1 (1.0 FTE)	
<b>RESPONSIBLE TO</b>	<b>TITLE:</b> SENIOR MANAGING LAWYER CIVIL & HUMAN RIGHTS UNIT  <b>CLASSIFICATION:</b> Grade 8-9 (1.0 FTE)	<b>Other positions reporting directly to this position</b>  <b>Title Classification</b> Various
<b>THIS POSITION</b>	<b>TITLE:</b> <b>LAWYER</b>  <b>CLASSIFICATION:</b> Grade 4-6 (1.0 FTE)	
<b>Positions under direct supervision:</b>  <b>Title:</b>  Nil		<b>Other positions under control</b>  <b>Category    Number    FTE</b>

**SECTION 3 - KEY RESPONSIBILITIES**

The key responsibilities of this position are to provide legal assistance, including advice and representation, in civil and human rights law matters and undertake Duty Lawyer services.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
		29/09/2015
TITLE: LAWYER	CLASSIFICATION Grade 4-6 (1.0 FTE)	POSITION NO.: LO-223
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
<b>1.0</b>	<b>PROFESSIONAL</b>	70
1.1	Appear as Counsel in relevant courts and tribunals as required, including duty lawyer services.	
1.2	Liaise with clients and others inclusive of Courts, Prosecutions, Community Corrections, Aboriginal and non-Aboriginal organisations.	
1.3	Prepare legal documents, filing of court documents and completing relevant paperwork.	
1.4	Assist ASLWA's regional offices and regional courts if and when required.	
1.5	Immediately advise the Managing Lawyer of the Civil and Human Rights Law Unit or the Director, Legal Services of any potential conflict of interest.	
1.6	Assume responsibility for ALSWA's after-hours telephone and attend after hours callouts when required.	
1.7	Sustain effective communications with co-workers, working positively to maintain a cohesive team environment with lawyers, court officers and administrative staff.	
1.8	Visits prisons, juvenile detention centres and police stations to advise and assist clients.	
<b>2.0</b>	<b>ADMINISTRATIVE</b>	20
2.1	Undertake all aspects of file management in accordance with appropriate professional standards.	
2.2	Attend Unit meetings as required.	
2.3	Perform duties in accordance with a continuous process to monitor, evaluate and develop performance at a personal and service level.	
2.4	Data entry as required.	
<b>3.0</b>	<b>OTHER</b>	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 29/09/2015
TITLE: <b>LAWYER</b>	CLASSIFICATION Grade 4-6 (1.0 FTE)	POSITION NO.: LO-223

## ESSENTIAL

1. Demonstrated experience to appear as counsel in civil and human rights law matters including the provision of duty lawyer services.
2. Demonstrated knowledge of substantive law, the rules of evidence and civil 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:**  
PERTH**ACCOMMODATION**  
N/A

- 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:**W/E Court Attendance ☐**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**\_\_\_\_\_  
**Dated**

CREATED/AMENDED	AUTHORISED HR MANAGER	APPROVED	DATE REGISTERED
29/09/2015	RENEE SARICH		