

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

SECTION 1 - POSITION IDENTIFICATION		EFFECTIVE DATE OF DOCUMENT 3/12/2019	
DIVISION: LEGAL		CLASSIFICATION Grade 4-6 (1.0 FTE)	POSITION NO.: BSS – 2002
DEPARTMENT: Prison In-Reach Legal Service		TITLE: LAWYER – Prison In-Reach	
LOCATION: PERTH		SALARIES AGREEMENT ALSWA EBA 2018	

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO	TITLE: DIRECTOR LEGAL SERVICES CLASSIFICATION: Class 2 (1.0 FTE)	
RESPONSIBLE TO	TITLE: TEAM LEADER CLASSIFICATION: G6 – G8 (1.0 FTE)	TITLE: MANAGER POLICY & PROGRAMS CLASSIFICATION
THIS POSITION	TITLE: LAWYER – Prison In-Reach CLASSIFICATION: Grade 4-6 (1.0 FTE)	

Positions under direct supervision:	Other positions under control
Title: Classification Nil	Category Number FTE

SECTION 3 - KEY RESPONSIBILITIES

Aboriginal Legal Service of WA Limited (ALSWA) is funded by the Department of Justice to provide Prison In-reach Legal Services for adult accused persons appearing in the Central Law Courts and remanded to metropolitan prisons. This program is closely linked to the Bail Support Service, which provides four bail support workers to work with accused persons appearing in the Central Law Courts. The objective of both programs is to reduce avoidable remand by providing earlier access to bail for suitable applicants through the provision of bail support and prison in-reach legal services and by supporting accused to comply with bail conditions and undertakings.

The main role of the Prison In-Reach lawyer will be to visit metropolitan prisons and appear in the Central law Courts to represent accused persons for bail applications and / or bail variation applications. The Prison In-Reach lawyer will also provide legal assistance for some accused who are unable to be released on bail to ensure the earliest possible resolution of their matters.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
TITLE: LAWYER – Prison In-reach		3/12/2019
CLASSIFICATION Grade 4-6 (1.0 FTE)		POSITION NO.: BSS – 2002
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
1.0	PROFESSIONAL	70
1.1	<ul style="list-style-type: none"> Represent accused persons for bail applications and/or bail variation applications in the Central Law Courts. 	
1.2	<ul style="list-style-type: none"> Prepare legal documents, filing of court documents and completing relevant paperwork. 	
1.3	<ul style="list-style-type: none"> In conjunction with the other Prison In-reach lawyer, provide daily attendance at the Central Law Courts. 	
1.4	<ul style="list-style-type: none"> Regular attendance at metropolitan prisons to undertake In-Reach Prison Services around assisting accused with bail support. 	
1.5		
1.6	<ul style="list-style-type: none"> Immediately advise the Team Leader, the Manager Policy and Programs or the Director of Legal Services of any potential conflict of interest. 	
1.7	<ul style="list-style-type: none"> Work as part of a team with bail support workers, the other Prison In-reach lawyer and existing lawyers and court officers at ALSWA to provide earlier access to bail and assist clients to comply with bail requirements. 	
1.8		
1.9	<ul style="list-style-type: none"> Identify clients who are unable to meet bail conditions or be released on bail as early as possible and work towards the earliest possible resolution of the case 	
1.9	<ul style="list-style-type: none"> Attend team meetings as required. 	
2.0	LIAISON WITH KEY STAKEHOLDERS	
2.1	<ul style="list-style-type: none"> Liaise with Department of Justice staff, WA Police, family and other agencies as required to explore bail options (and/or access to diversionary options) for the accused person with a view to minimising unnecessary remands in custody 	
2.2	<ul style="list-style-type: none"> Ensure that other relevant ALSWA legal staff are advised of charges, court dates, bail status and other relevant legal issues. 	20
3.0		
3.1	ADMINISTRATIVE	
4.0	<ul style="list-style-type: none"> Ensure all aspects of file management and data entry are undertaken in accordance with professional standards and in line with the reporting requirements under the Grant Agreement between ALSWA and the WA Department of Justice. 	10
4.1	OTHER	
4.2	<ul style="list-style-type: none"> Perform duties in accordance with the Grant Agreement between ALSWA and the WA Department of Justice. 	
4.3	<ul style="list-style-type: none"> Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation. 	
4.4	<ul style="list-style-type: none"> Perform duties in accordance with ALSWA Policies and Procedures. 	
	<ul style="list-style-type: none"> 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
		3/12/2019
TITLE: LAWYER – Prison In-Reach	CLASSIFICATION Grade 4-6 (1.0 FTE)	POSITION NO.: BSS – 2002

ESSENTIAL

1. High level organisational and time management skills with the ability to work under pressure
2. Ability to work with Aboriginal clients and employees with an appropriate level of cultural understanding, empathy and sensitivity.
3. Demonstrated knowledge of substantive law, the rules of evidence and criminal practice and procedures.
4. 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
5. Highly developed communication skills (interpersonal, written and verbal) with experience in conflict resolution
6. Highly developed conceptual and analytical skills
7. Ability to confidently use workplace technology
8. Ability to work in a sensitive manner with clients
9. Ability to participate in individual performance reviews

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**PREREQUISITES SPECIFIC TO THIS POSITION**

- Eligibility to hold a current WA Practicing Certificate
- Ability to obtain a satisfactory police clearance and hold a Working with Children Check card
- Willingness to apply for and obtain the applicable Department of Justice clearance
- Current WA drivers licence
- 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.
- 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_____
Dated

CREATED/AMENDED	AUTHORISED HR MANAGER	APPROVED	DATE REGISTERED
03/12/2019	KYLEE CLUNE		