

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

SECTION 1 - POSITION IDENTIFICATION			EFFECTIVE DATE OF DOCUMENT
DIVISION: HEAD OFFICE		CLASSIFICATION Grade 4-6 (1.0 FTE)	POSITION NO.: AD-323
DEPARTMENT: CORPORATE SERVICES		TITLE: COMMUNITY LEGAL EDUCATION OFFICER	
LOCATION: PERTH		SALARIES AGREEMENT ALSWA EBA 2018/2019	

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO	TITLE: CHIEF EXECUTIVE OFFICER CLASSIFICATION: Class 2 (1.0 FTE)	
RESPONSIBLE TO	TITLE: MEDIA OFFICER CLASSIFICATION: Grade 6-8 (0.8 FTE)	Other positions reporting directly to this position Title Classification Various
THIS POSITION	TITLE: COMMUNITY LEGAL EDU OFFICER 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

The Community Legal Education Officer is to undertake and deliver community legal education projects and activities which provide information and education to advance and protect the rights of Aboriginal and Torres Strait Islander peoples under Australian law.
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SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
TITLE: COMMUNITY LEGAL EDU OFFICER	CLASSIFICATION Grade 4-6 (1.0 FTE)	POSITION NO.: AD-323
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	%
1.0	PROFESSIONAL	60
1.1	Prepare a Community Legal Education (CLE) plan in consultation with the Managing Lawyer of the Civil and Human Rights Law Unit and the Director, Legal Services outlining the manner in which CLE will be delivered to the Aboriginal and Torres Strait Islander community in WA for each financial year, including but not limited to: (a) The CLE projects and activities to be undertaken and how they address the CLE needs and priorities of the Aboriginal and Torres Strait Islander community in WA; (b) The proposed time frame for undertaking the activities; (c) Key milestones and performance indicators to be achieved; and (d) The resources required to undertake particular CLE activities.	
1.2	Undertake and deliver CLE activities as set out by the CLE Plan each financial year.	
1.3	Assist the Managing Lawyer of the Civil and Human Rights Law Unit, Director of Legal Services and any other staff in the preparation of relevant reports in accordance with any requirements of the Commonwealth Attorney General's Department funding agreement and other reports as directed.	
1.4	Consult with staff and Aboriginal and Torres Strait Islander communities to assess and determine community needs and priorities in relation to CLE.	
1.5	Work collaboratively with other agencies and organisations on CLE projects that benefit Aboriginal and Torres Strait Islander people.	
1.6	Attend ALSWA regional offices and regional areas generally to deliver CLE as required.	
1.7	Represent ALSWA at conferences, meetings and events as assigned.	
1.8	Update, maintain and further develop ALSWA CLE resources.	
2.0	ADMINISTRATION	30
2.1	In consultation with the Media Officer, coordinate the design, purchase and distribution of CLE materials including promotional merchandise and multimedia.	
2.2	In consultation with the Media Officer, coordinate ALSWA attendance at community events as required.	
2.3	Participate positively in the Performance Appraisal and Review process.	
2.4	Data entry as required.	
3.0	OTHER	10
3.1	Perform duties in accordance with Commonwealth Attorney Generals' Department funding agreement.	
3.2	Participate in a continuous process to monitor, evaluate and develop performance.	
3.3	Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation.	
3.4	Perform duties in accordance with ALSWA Policies and Procedures.	
3.5	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
TITLE: COMMUNITY LEGAL EDU OFFICER	CLASSIFICATION Grade 4-6 (1.0 FTE)	POSITION NO.: AD-323

ESSENTIAL

1. Broad understanding of the Western Australian justice system, including knowledge of legislation, policies and issues impacting upon Aboriginal and Torres Strait Islander peoples.
2. Awareness of current and historical issues facing Aboriginal and Torres Strait Islander peoples in Western Australia.
3. Analytical and research skills including the ability to identify emerging issues and understand their impact on Aboriginal and Torres Strait Islander peoples.
4. Demonstrated ability to work both independently and as part of a team comprising of legal and non-legal professionals with a demonstrated willingness to learn and share knowledge with others.
5. Sound communications skills (interpersonal, written and verbal) and Demonstrated initiative and ability to work under pressure and meet tight deadlines.
6. Understanding of Aboriginal or Torres Strait Islander peoples, their cultural traditions, histories and protocols, and the diversity of their circumstances.
7. Knowledge of adult education techniques and/or experience in community legal education with the ability to present information to individuals and groups including Aboriginal and Torres Strait Islander peoples.

DESIRABLE

1. Demonstrated 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**PREQUIREMENTS SPECIFIC TO THIS POSITION**

- Possession of a current motor vehicle driver's licence.
- Produce a National Police Certificate.
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
- If you are a lawyer, you must be admitted or be eligible for admission as a Lawyer of the Supreme Court of Western Australia
- If you are a lawyer, you 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.
- Commitment to the principles of social justice.
- An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Ability to travel when required.

SPECIAL CONDITIONS/ALLOWANCES:Mobile Ph: ☐ Laptop ☐ iPad ☐ Travel ☐**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	AUTHORISER	HR MANAGER APPROVED	DATE REGISTERED
	Kylie Clune – HR Manager		