

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

| <b>SECTION 1 - POSITION IDENTIFICATION</b>      |  |  | <b>EFFECTIVE DATE OF DOCUMENT</b> |
|---|--|--|-----------------------------------|
| <b>DIVISION:</b><br>LEGAL                       |  | <b>CLASSIFICATION</b><br>Grade 4-6 (1.0 FTE)                     | <b>POSITION NO.:</b><br>LO-228    |
| <b>DEPARTMENT:</b><br>CIVIL & HUMAN RIGHTS UNIT |  | <b>TITLE:</b><br><b>LAWYER</b>                                   |                                   |
| <b>LOCATION:</b><br>PERTH                       |  | <b>SALARIES AGREEMENT</b><br>ALSWA WORKPLACE AGREEMENT 2018/2019 |                                   |

**SECTION 2 - POSITION RELATIONSHIPS**

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

**SECTION 3 - KEY RESPONSIBILITIES**

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| The key responsibilities of this position are to provide legal assistance, including advice and representation, in civil and human rights law matters. |
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| SECTION 4 - STATEMENT OF DUTIES  |  | EFFECTIVE DATE OF DOCUMENT |
|--|--|----------------------------|
| TITLE:<br><b>LAWYER</b>  | CLASSIFICATION<br>Grade 4-6 (1.0 FTE)  | POSITION NO.:<br>LO-228    |
| BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE                        |  |                            |
| Duty No.   | Details  | Freq. %                    |
| <b>1.0</b>   | <b>PROFESSIONAL</b>  | 90                         |
| 1.1  | Appear as Counsel in relevant courts and tribunals as required, including duty lawyer services.  |                            |
| 1.2  | Prepare legal documents, filing of court documents and completing relevant paperwork.  |                            |
| 1.3  | Attend ASLWA's regional offices and regional courts as required.   |                            |
| 1.4  | Immediately advise the Managing Lawyer of the Civil and Human Rights Law Unit or the Director, Legal Services of any potential conflict of interest. |                            |
| 1.5  | Provide advice to clients via ALSWA after hours telephone service as required.   |                            |
| 1.6  | Undertake after hours call outs as required.   |                            |
| 1.7  | Receive telephone calls from clients and others.   |                            |
| 1.8  | Work cooperatively in a team environment with others inclusive of lawyers, court officers and administrative staff.                                  |                            |
| 1.9  | Visit prisons, juvenile detention centres and police stations to advise and assist clients.  |                            |
| 1.10   | Undertake all aspects of file management in accordance with appropriate professional standards.  |                            |
| 1.11   | Attend Civil and Human Rights Law Unit meetings as required.   |                            |
| 1.12   | Participate in a continuous process to monitor, evaluate and develop performance.  |                            |
| 1.13   | Participate positively in the Performance Appraisal and Review process.  |                            |
| <b>2.0</b>   | <b>OTHER</b>   | 10                         |
| 2.1  | Perform duties in accordance with Commonwealth Attorney Generals' Department funding agreement.  |                            |
| 2.2  | Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation.                             |                            |
| 2.3  | Perform duties in accordance with ALSWA Policies and Procedures.   |                            |
| 2.4  | Data entry as required.  |                            |
| 2.5  | 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:<br>LAWYER               | CLASSIFICATION<br>Grade 4-6 (1.0 FTE) | POSITION NO.:<br>LO-228    |

## ESSENTIAL

1. Demonstrated capacity 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. Committed to the principles of social justice.
6. Highly developed conceptual and analytical skills.
7. 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**PREQUISITES SPECIFIC TO THIS POSITION**

- Admitted, or 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 State Traffic Certificate.
- Produce a National Police Certificate.
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
  - 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<br>HR MANAGER | APPROVED | DATE REGISTERED |
|-----------------|--------------------------|----------|-----------------|
|                 |                          |          |                 |