

Lawyer (unrestricted) Circle Green Community Legal

We are recruiting two Lawyers (unrestricted) to join our growing Tenancy Team. The lawyers will be providing comprehensive legal advice, further assistance, representation community legal education and training, and law reform under the supervision of the Principal Lawyer. They will also be involved in the direct supervision and management of lawyers (restricted), advocates, law graduates, secondees and volunteers.

The Position Requirements – Lawyer (unrestricted)

Legal Supervision

- Support the supervision and training of restricted lawyers (level 4), advocates, secondees and volunteers.
- Supervise the Intake and Triage teams on rotation with other Lawyers.
- Review triage, overview new client assessments, monitor client intake process
- Participate in regular file review meetings for legal and migration agent staff.
- Provide regular reports to the Principal Lawyer regarding caseload and matter types.
- Ensure compliance with professional indemnity obligations.

Client Work

- Provide legal advice, information, referral, and procedural support to clients.
- Provide further assistance to clients in compliance with casework guidelines and policies.
- May be an ongoing point of contact and liaison for existing clients, providing information, and assisting with arrangements for further service delivery in consultation with the Principal Lawyer.
- Work with interpreters as needed.
- Provide duty lawyer services.
- Conduct regular file reviews (at least monthly).
- Research legal problems and options.
- Assist as required in the conduct of test cases.
- Prepare files for closing.

Strategic Legal Review and Advocacy

- Ensure appropriate compliance of guidelines and policies.
- Identify future legal needs of clients and potential clients.
- Supervised by Principal Lawyer, contribute to law reform and policy change.
- Monitor compliance with all funding requirements in conjunction with the Principal Lawyer.
- Liaise with Community Legal Centres and other organisations providing complementary services.

Community Legal Education

- Develop and promote community legal education initiatives in area of law.
- Facilitate and present community legal education courses.
- Develop specialised legal resources, including factsheets.

Team Responsibilities

- Implement Circle Green Community Legal policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green Community Legal team meetings and planning and review activities.
- Carry out other duties, consistent with the role, as directed by the Principal Lawyer.

Position Details

Reporting:	Principal Lawyer - Tenancy
Direct Reports:	Nil.
Location:	This role is based in Perth.
Duration:	Permanent.
Hours:	This is a full-time role.
Salary:	From \$89,041-\$93,071pa plus 10.5% superannuation, additional end of year paid leave, generous salary sacrifice provisions and excellent employee conditions.
Classification:	Level 5 Social, Community, Home Care and Disability Services Industry Award 2010.

About Circle Green

Circle Green Community Legal is a community legal centre providing workplace, humanitarian, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green Community Legal services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Circle Green Community Legal is a growing community legal centre offering its staff job stability and development and training opportunities, with clear career progression pathways.

Selection Criteria

Qualifications

- Law degree.
- Admitted, or eligible for admission, as a legal practitioner in the Supreme Court of Western Australia and eligible to hold an unrestricted WA practising certificate.

Skills and Experience

- Excellent written and verbal communication skills, with the ability to understand and convey complex concepts to people from diverse social, cultural, and linguistic backgrounds.
- Ability to effectively time manage a high and diverse workload.
- Ability to work with minimal supervision and be an effective team member.

- Experience supervising junior Lawyers, paralegals, students and volunteers in the delivery of legal services.
- Demonstrated problem solving, negotiation and conflict resolution skills.
- A demonstrated commitment to human rights and social justice issues.

Desirable

- Experience in relevant area of law

Successful applicants will also need a current Full Australian Driver's License, and a satisfactory National Police Check.

Application Process

If you are interested in applying for the Lawyer positions, please submit a copy of your current resume and a cover letter of no more than two (2) pages:

- outlining your suitability for the position in the context of the role.

Applications close by **11.59pm, Sunday 7th August 2022**. Applications which do not address the selection criteria may not be considered. Interviews may commence prior to the closing date, and an appointment be made, so early applications are encouraged.

Through the selection process, shortlisted candidates will initially be asked to provide samples of previous work and attend interviews.

Shortlisted candidates may also be requested to undertake psychometric assessments, undergo criminal history screening and provide information on their work rights in Australia.

For further information, please download the Candidate Information Pack from the Talenting website using the following link: [insert link](#). If you have any questions about the position, please contact our recruitment partners, Talenting: Tara Roopra – HR Consultant on (08) 6219 7102 or by email to recruitment@talenting.com.au.