

Principal Solicitor

Wheatbelt Community Legal Centre

We are recruiting a Principal Solicitor to join our growing team. The Principal Solicitor will be required to lead and support the legal team in the provision of professional and high-quality legal advice and court representation to clients in the areas of family law, family violence and general civil and criminal. The roles also involve the facilitation of community engagement and the development and maintenance of education initiatives delivered to both individuals and the wider community (including the on-line community). You will also be required to maintain and extend existing community service and agency networks, while providing leadership and support with complex cases.

Responsibilities

In accordance with Wheatbelt CLC's strategic and operational plans, provide advice, referrals, casework assistance, legal representation, law reform and community legal education, throughout the Wheatbelt region, the Principal Solicitor is responsible for:

- Supervising the legal practice and ensuring the service's compliance with Community Legal Centre Australia's risk management framework, as well as legal and regulatory requirements.
- Undertake the provision of professional, high quality legal advice and representation to clients in areas of family law, family violence matters, minor criminal, minor civil and criminal injuries compensation matters.
- Undertake travel to various communities within the Wheatbelt to carry out legal assistance and education on a regular basis (may include overnight stays on occasion).
- Keep up to date with relevant legal developments and procedures by attending professional legal education programs and maintain an understanding of issues impacting the justice system and provide guidance and leadership to Wheatbelt community/stakeholders.

This job description is not exhaustive and may be adjusted periodically after review and consultation. The incumbent will also be expected to carry out any reasonable duties, which may be requested from time-to-time.

Position Details – Principal Solicitor

Reporting:	Manager
Direct Reports:	Solicitors, Restricted Practitioners and Volunteers
Location:	This role is based in Northam.
Duration:	Contact – until June 2025
Hours:	This is a full-time role (37.5 hours per week) being 1.0 FTE.
Salary:	Base salary of \$110k-\$120k depending on experience plus 11% superannuation, housing/accommodation, generous salary sacrifice provisions, and Practising Certificate & CPD opportunities. WCLC will support the successful candidate to source housing/accommodation with rent assistance available for the first 12 months

(adding an additional \$15k pa to the salary package). Relocation costs, up to \$1800 are also provided upon successful completion of 12 months of employment.

Classification: Level 8 of the Social, Community, Home Care and Disability Services Industry Award 2010.

About Wheatbelt Community Legal Centre

Wheatbelt Community Legal Centre is small but dynamic Legal Centre offering legal advice, representation, and advocacy to disadvantaged and vulnerable people living in the Wheatbelt. We are seeking a passionate and experienced lawyer to join our team and to deliver on our strategic focus – to provide quality, responsible and accessible legal services to the Wheatbelt.

Selection Criteria

Essential Criteria

1. Hold an unrestricted legal practice certificate in Western Australia.
2. Demonstrated 5+ years' experience in the provision of all aspects of legal service delivery including representation, casework and advice in community-based areas of law, specifically the areas of family law, family violence, criminal law, minor civil and criminal injuries compensation.
3. Well-developed interpersonal skills including the ability to communicate sensitively and effectively with clients and other persons from diverse backgrounds.
4. Experience in working collaboratively and effectively within a small team environment as well as with other community service providers.
5. Proficiency in the use of MS Office (MS Word, Excel, Outlook) to a legal practice and the capacity to quickly acquire competency in the use of Wheatbelt CLC's client database.
6. Current driver's licence (class C).

Successful applicants will also need a satisfactory National Police Check, Working with Children Check and work rights in Australia.

Application Process

If you are interested in applying for this position, 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, Friday 15th March 2024**. Applications that 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.

If you have any questions about the position, please contact our recruitment partners, Talenting: **Jayne Taylor – Senior Consultant on (08) 6244 3222 or by email to recruitment@talenting.com.au**

