

SCHEDULE B – POSITION DESCRIPTION

POSITION DETAILS	
Position Title:	Senior Solicitor
Reporting To:	Family Law Consultant
Direct Reports:	Nil
Service Area:	Legal Services
Location:	12 Old Great Northern Highway Midland
Award:	SCHADS
Classification:	Level 7
Date Approved:	January 2024
<i>This position is subject to continued funding</i>	
POSITION OBJECTIVES	
<p>Working with Midlas' Legal Services, the Senior Solicitor will provide advice and assistance through a family law service within the limitations of funding and time restrictions. The Solicitor will assist with training law students, legal volunteers and interns and complete file reviews for junior lawyers and the tenant advocates.</p> <p>The areas of law Midlas provides support with include but not limited to:</p> <ul style="list-style-type: none"> • Family law matters • Family violence matters • Criminal injuries compensation <p>As part of working within a Community Legal Centre, the Senior Solicitor will develop and liaise with key stakeholders to ensure good referral pathways, enhanced community education service provision and optimal client outcome while also providing and facilitating community legal education.</p>	
Screening and external authorisation requirements:	<p>An innate element of the position requires access to personal information of vulnerable people including children.</p> <p>It is a requirement that the incumbent has or is willing to get the following current checks/certificates and provide to Midlas:</p> <ul style="list-style-type: none"> • National Police Check • Working With Children Check • COVID-19 Vaccination Certificate

ORGANISATION INFORMATION

Our Purpose:

Providing advocacy, education, information and advice that empowers people to thrive.

Our Vision:

Social justice and equity through access to rights and opportunity.

Our Values:

- Collaboration
- Compassion
- Inclusion
- Excellence

Midlas is an Equal Opportunity Employer

STAKEHOLDER RELATIONSHIPS

INTERNAL

- Principal Solicitor
- Family Law Consultant
- Legal Services Team
- Midlas Executive Leadership Team
- Midlas employees and volunteers

EXTERNAL

- Clients
- Community Legal Centre Network
- Referral Partners, other service providers and groups
- Provision of information to community members

POSITION RESPONSIBILITIES

Key Result Area

Responsibilities (including but not limited to):

Stakeholder Engagement

- Maintains and deliver community legal education to facilitate the building of resilient communities
- Develops and liaise with key stakeholders to ensure good referral pathways, enhanced community education service provision, and optimal client outcomes
- Liaises with networks and communities to strengthen our profile and promote sustainable growth

Service Delivery

- Provide legal advice, information, referral, and procedural support to clients in consultation and under direction of the Family Law Consultant.
- Provide further assistance to clients in compliance with casework guidelines and policies.

	<ul style="list-style-type: none"> • Act as ongoing point of contact and liaison for existing clients as required, providing information, and assisting with arrangements for further service delivery in consultation and under direction of the Family Law Consultant. • Work with interpreters as needed. • Provide duty lawyer services. • Conduct regular file reviews. • Research legal problems and options. • Assist as required in the conduct of test cases. • Prepare files for closing. • Prepares Magistrates Court documents, including but not limited to Family Violence Restraining Order Applications, Undertakings and Conduct Agreement Orders for clients • Prepares Family Court documents, including but not limited to applications and affidavits. • Prepares Criminal Injuries Compensation Claims. • Maintains a high standard of case work management including the provision of timely follow-up actions as required • Supports team members to ensure that individuals or families receive a holistic service and complex cases are managed appropriately
<p>Internal Processes</p>	<ul style="list-style-type: none"> • Support the supervision and training of restricted Lawyers, paralegals, advocates and volunteers. • Ensure appropriate compliance of guidelines and policies. • Develop, promote and deliver community legal education initiatives in area of law. • Develop specialised legal resources, including factsheets • Assists with training law students, legal volunteers and interns • Completes File Reviews for junior lawyers and tenant advocates • Works in partnership with the Family Law Consultant to ensure that there is consistency, continuous improvement and cohesiveness within the client services team • Supports and works in accordance with Midlas' policies and procedures • Supports the organisational strategic focus and objectives • Plays an active and constructive role in the Midlas client services team, working together to achieve the strategic direction of the organisation

	<ul style="list-style-type: none"> • Provide regular reports to the Family Law Consultant regarding caseload and matter types. • Other duties as required
<p>Compliance and Record Keeping</p>	<ul style="list-style-type: none"> • Ensure compliance with professional indemnity obligations • Ensure client files and case notes are entered in a timely manner and high level of accuracy is maintained through Midlas' client management system • Ensures appropriate service delivery in respect to funding and contracts with an emphasis on person-centred integrated service and program standards • Supports the organisational strategic goals to ensure high quality outcomes are achieved in line with contractual obligations and audit requirements • Maintains necessary personal professional development and accreditation requirements • Monitors all case work to ensure best practice and adherence to legal requirements and funding body requirements • Ensures that the organisation meets its statutory and contractual obligations.
<p>Work Health and Safety</p>	<ul style="list-style-type: none"> • Embraces a safety culture and actively participating in workplace safety activities, including client risk reporting, hazard and incident reporting • Applies best practice in WHS in accordance with statutory obligations at all times. • Takes reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's WHS policies and procedures • Takes reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others • Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace • Reports all injuries, illness or incidents to their line Manager • Participates in relevant health and safety training based on roles and responsibilities

- As required, participate in the development and implementation of specific WHS hazard and risk management strategies.
- Positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors.
- Positions with supervision or management responsibility are required to ensure all people are aware of and have access to WHS policies, procedures, training and reporting systems.

POSITION REQUIREMENTS

Required Education/Licences/Certificates

- Current unrestricted Legal Practice Certificate issued by the Legal Practice Board of Western Australia
- Possession of a current unrestricted driver's license and reliable vehicle
- Possession of current satisfactory National Police clearance certificate (no older than 3 months from the issue date) and ongoing renewal every 2 years at employee's expense
- Possession of Working with Children Check
- COVID-19 vaccination certificate

Relevant Experience, Skills/Knowledge & Personal Attributes

- Minimum 5 years' post admission
- Experience with supervising junior lawyers
- Demonstrates high quality legal drafting skills
- Able to thoroughly research complex issues using legislation, case law, rulings and commentary
- Demonstrated ability to provide sound legal advice relation to family law and family violence matters
- Demonstrated ability to take instructions and draft documents in family law and family violence matters
- Demonstrated experience in managing legal files.
- Demonstrated highly developed written and interpersonal communication skills and ability to effectively engage with a diverse range of audience
- A strong ability to work both independently and collaboratively, effectively manage workload and set priorities for own work
- Commitment to principles of social justice and effectively working with a diverse group of people from different backgrounds
- Demonstrated coordination experience in supervising a variety of services and diverse staffing complement

- A strong ability to work both independently and collaboratively, effectively manage workload and set priorities for own work
- Proficient in the use of MS Office and client database management systems

Limitation of Authority

The Senior Solicitor is authorised to take any reasonable action necessary to achieve the requirements contained in this job description, provided such action is within the framework of policies and procedures of Midlas and any other specific directives of the Chief Executive Officer.

This Job description works with and relies upon the current separate Key Performance Indicators.

ACCEPTANCE OF POSITION DESCRIPTION

In signing this position description, you confirm that you have read, understood and accept the responsibilities as contained in this Position Description.

Position	Name	Signature	Date
Incumbent			
Line Manager			