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| Position Title | Tenant Advocate or Solicitor |
| Salary Range | <p>Tenant Advocate Level 3 or 4 \$60,309 - \$74,516</p> <p>Restricted Practitioner Level 4 \$68,748 - \$74,516</p> <p>Unrestricted practitioner with tenancy law experience, from \$78,989</p> <p>Salary dependent on qualifications, skills and experience. The role would suit a paralegal tenant advocate, restricted practitioner or unrestricted practitioner.</p> <p>The Social Community Home Care Disability Services Industry Award is the relevant award.</p> |
| Position Status | Fixed term contracts to June 30, 2020, with a potential for extension subject to funding. |
| Hours | Full time and part time applications are encouraged |
| Position reports to | Principal Solicitor |
| Primary Responsibilities | Provide telephone advice to residential tenants in Western Australia, and contribute to law and policy reform research and draft submissions. |

Primary duties during the fixed term contract

Advice and advocacy

- Provide telephone advice to private and social housing tenants in Western Australia, on a roster with other staff.
- Provide referrals to tenant advocacy services and to other appropriate services
- Work with supervising solicitors to ensure that high quality advice is provided in accordance with Tenancy WA policies and procedures
- As directed by the Principal Solicitor, provide advice and support to tenant advocates and community workers on tenancy matters.

Law reform

- Undertake research including interstate and international statutory comparisons as well as statewide trends in WA, including review of relevant data and case studies.
- Draft submissions to law reform reviews
- Assist in developing persuasive materials for community engagement, providing legal content for law reform campaign work
- Attend law reform stakeholder meetings as required

Administration and Reporting

- Assist in preparing both internal and external reports.
- Maintain client records and client data bases as required
- Assist in tasks shared by all staff
- Assist in training of new staff, volunteers and graduates as required.

Agency Responsibilities:

- Participate in team meetings, planning and review activities.
- Implement policies and procedures and act in accordance with agency mission and values
- Contribute to the development of the agency and support the professional development of other staff
- Represent Tenancy WA in external forums, as directed
- Carry out other duties, consistent with your skills, as directed by the Principal Solicitor.

Non Primary duties during the fixed term contract

Casework

- When required, provide casework services to tenants including Duty Advocate services, and advocacy and representation in Magistrates Court
- Research legal problems and options
- Prepare legal documents for clients
- Negotiate with other parties on behalf of clients
- Represent eligible clients in hearings in courts and tribunals including at the Magistrates Court.
- Assist the Principal Solicitor in the conduct of test case Supreme Court appeal matters.

Community Legal Education

- Contribute to the development and promotion of community legal education initiatives
- When required facilitate and present community legal education courses.
- Contribute to the development of specialised legal resources for tenant advocates and legal practitioners,

SELECTION CRITERIA

Essential:

- Demonstrated commitment to the principles of social justice and human rights
- Knowledge of the rights and responsibilities of all tenants; or willingness to learn and a demonstrated capacity to work with legal concepts.
- Demonstrated capacity for excellent oral communication. This role requires the ability to understand and convey complex details by telephone; and the ability to communicate effectively with clients who may have English as a second language, mental illness, functional illiteracy, or facing crisis.
- Excellent written communication skills.
- Sound legal research skills
- Ability to analyse complex scenarios and develop practical and accurate advice
- Demonstrated ability to meet deadlines and to produce outcomes with quality output
- Well developed interpersonal skills, including conflict resolution skills and the ability to work under the supervision of the Principal Solicitor

Desirable:

- Demonstrated experience in advice, negotiation.
- Experience in advocacy
- Experience working in a community legal centre or community based environment
- Sound knowledge of the Residential Tenancies Act of Western Australia
- Sound knowledge of contract law