

Position	Tenancy Lawyer – Safe as Houses
Salary Range	\$82,000 - \$86,000 (fulltime wage)
Classification	Level 7, Social Community Home Care and Disability Service Industry Award 2010 Above Award pay and conditions offered Salary sacrifice packaging available
Position Status	9 day fortnight (pro rata 90% of fulltime wage) Permanent subject to funding
Reports to	Principal Solicitor
Primary responsibilities	To provide legal advice and representation for women and children at risk of homelessness after domestic violence and to supervise the advice line and to work cooperatively with other team members to provide tenancy services in Western Australia.

Advice

- Provide legal advice to tenants and community workers in relation to residential tenancies and related matters including residential parks, boarder and lodgers, discrimination, consumer protection and other related matters in accordance with the casework guidelines.
- Supervise the advice line by answering queries from advice line staff and checking and signing off advice provided on the Telephone Advice line, including advice provided by staff solicitors (restricted practitioners), tenant advocates, volunteers and students.

Casework

- Provide advice, negotiation and representation in Magistrates Court proceedings for clients with tenancy matters in the Safe as Houses program.
- Collaborate with the Safe as Houses program coordinator and partners for effective holistic services for clients.
- Other case work, including test case work, as requested by the Principal Solicitor.

Community Legal Education

- Contribute to the development of Community Legal Education resources for tenants and community workers,
- Contribute to the development of specialised legal resources for tenant advocates and legal practitioners,
- Present sessions at community legal education courses organised by Tenancy WA

Agency responsibilities

- Supervision of volunteers in the legal practice as requested by the Principal Solicitor. Currently this includes coordinating the volunteer graduate program, with the

Piddington Justice Project, including recruitment, induction and supervision of law graduates.

- Participate in staff meetings and planning and review activities
- Implement policies and procedures and act in accordance with the agency's 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 requested
- Participate in ongoing self- development as required.
- Carry out other duties, consistent with the role, as requested by the Principal Solicitor.

Administration and Reporting

- Report directly to the Principal Solicitor
- Prepare written reports for the Principal Solicitor and Executive Manager, as required
- Maintain client records and statistics

SELECTION CRITERIA

Essential	
Qualifications	<ul style="list-style-type: none"> • Degree in law • Admitted and entitled to practice as a barrister and solicitor in Western Australia
Experience	<ul style="list-style-type: none"> • Unrestricted practice certificate is required, minimum 2 years post admission experience, preferably 3-5 years PAE • Recent litigation experience, this role includes representation at Magistrates Court hearings, or capacity to quickly develop litigation skills
Skills	<ul style="list-style-type: none"> • Casework skills to interview and assess clients, research legal problems, identify options, provide legal advice, evaluate outcomes • Written communication skills to prepare correspondence, reports and submissions • Verbal communication and interpersonal skills to communicate information and ideas, work cooperatively with others, negotiate and advocate on behalf of clients • Organisational skills to develop and manage projects, maintain records, manage workloads and time effectively • Computing skills in word processing and the internet • Supervision skills to supervise staff, students and volunteers
Attributes	<ul style="list-style-type: none"> • Ability to work effectively in a multi-disciplinary team • An ethical and professional approach to practice • Understanding of, and sensitivity to, people from culturally and linguistically diverse backgrounds

	<ul style="list-style-type: none"> • Understanding of domestic violence • Ability to work independently, demonstrate initiative, be resourceful, work effectively under pressure, be innovative and flexible • Commitment to social justice and human rights
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Desirable	
Experience	<ul style="list-style-type: none"> • Experience providing community legal services or otherwise working with vulnerable or marginalised people, particularly working with clients experiencing domestic violence • Experience working effectively and respectfully with Aboriginal people and communities
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of the Residential Tenancies Act • Civil litigation • Administrative law • Contract law • Anti-Discrimination law
Skills	<ul style="list-style-type: none"> • Facilitation and presentation skills to present community legal education sessions