

Job Description

Position title	Senior Lawyer
Location	Perth
Reporting to	Managing Lawyer
Position type	Ongoing (subject to funding), full time
Updated	February 2019

Role

The Senior Lawyer will provide high quality legal services to clients in a culturally safe and appropriate manner within a trauma informed and multi-disciplinary framework.

This role delivers front line legal services and casework assistance and reports directly to the Managing Lawyer in the relevant knowmore office and assists that role in providing support, mentoring and professional supervision to other lawyers in the legal team. The role works collaboratively as a member of the national legal team and within knowmore’s multi-disciplinary model, working alongside other teams delivering intake, social work and cultural support services to clients. At times the role will also work with other partner services to support clients.

The role will advise clients who are survivors of child sexual abuse about redress and compensation options, including redress claims under the National Redress Scheme, and acting for clients making such claims. Senior Lawyers will manage a significant caseload, including more complex matters. Senior Lawyers will also contribute to knowmore’s policy and law reform work and prepare and deliver community legal education and participate in other community engagement activities, working cooperatively and collaboratively with other staff and service providers.

Guided by the organisation’s service plan, the role will involve intrastate and interstate travel to deliver services to clients on an outreach basis, and to undertake community engagement activities. Accordingly, a current drivers’ licence is highly desirable, along with the ability and willingness to travel, including to remote and regional locations for up to a week at a time, and to work out of hours.

Duties and responsibilities

- Provide high quality advice and representation to clients in relation to the legal issues arising from their experience of sexual abuse, including in relation to their redress options, undertaking a significant caseload and working with clients with complex needs.
- Support the Managing Lawyer to lead knowmore’s service delivery to clients in a local office and to work co-operatively with knowmore’s other teams to ensure clients’ legal and related needs are identified and actioned in an effective and consistent way and all timelines are met.
- Contribute as a professional member of a national legal practice; ensuring compliance by self and supervised legal staff with professional and corporate responsibilities including the rules and requirements of relevant legal profession legislation and the Community Legal Centre Risk Management Guide.

- Assist the Managing Lawyer in conducting regular file reviews and monitoring and contributing to the development and continuous improvement of service delivery standards, policies and precedents.
- Ensure all relevant service data is recorded.
- Support the development of effective working relationships and referral arrangements with other service providers.
- Undertake legal research and drafting to support knowmore's contributions to law reform and policy and procedural initiatives relating to its client group, including through the identification of issues arising from practice.
- Assist in the preparation and delivery of community legal education and other engagement activities and materials, working cooperatively and collaboratively with non-legal service providers and other staff and external partners to raise awareness and provide information about knowmore's services and common issues facing the client group.
- Assist in the day-to-day supervision and coordination of the activities of volunteers and pro bono providers.
- Proactively manage own self-care and workload, and model a commitment to self-care and resilience.
- Act as the Managing Lawyer when required from time to time.
- Undertake other duties and projects as directed.

Organisational Obligations

- Demonstrate an active and dedicated commitment to knowmore's Mission, Vision and Values.
- Comply with knowmore's Policies and Procedures.
- Observe all legal and legislative requirements.
- Ensure a high level of confidentiality and integrity.
- Assist in the development of, and participate in knowmore's initiatives, projects and events.
- Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous improvement and transparent work practices.
- Liaise with others in a professional, respectful and constructive manner.
- Take reasonable care to protect their health and safety and the health and safety of others.
- To engage in professional supervision and other reflective practice opportunities as required.

Selection Criteria

- Hold or be eligible to immediately obtain a current unrestricted practising certificate in the relevant jurisdiction.
- A strong awareness of the legal issues facing survivors of child sexual abuse and demonstrated experience practicing in a relevant area or areas of law; experience in personal injury claims may be advantageous.
- Demonstrated experience in leadership and supervising and assisting more junior legal staff to identify and manage priorities, meet timelines and comply with the responsibilities of legal practice.
- Demonstrated ability to work collaboratively and effectively as a member of a larger multi-disciplinary team of legal and non-legal staff, with the capacity to work flexibly, independently and with limited supervision.
- Demonstrated understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and experience in providing culturally safe services to Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds.

- Demonstrated ability to identify broader and systemic issues arising from casework and to develop appropriate responses and to contribute to policy development and law reform activities.
- Proactively manage own care and workload.
- Ability and willingness to travel and work in regional, rural and remote areas.
- Capacity to accept and respond appropriately to constructive feedback regarding professional capability and work performance.

Qualifications and other requirements

There are mandatory qualifications for this role. A relevant tertiary qualification and professional accreditation is required.

The successful candidate will be required to satisfactorily complete a National Police Records Check and a Working with Children Check.

The role may involve intrastate and interstate travel to deliver services to clients on an outreach basis, and to undertake community engagement activities. Accordingly a current driver's licence is desirable.

This job description is incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic developments following discussion with the position holder. The role will be expected to work to agreed objectives, which should facilitate achievement of the key responsibilities in accordance with the performance review process.