



ACN 602 771 068

## **Position Description**

**Title:** Senior Civil and Migration Lawyer, Law Access

**Level:** CONTRACT POSITION - SUBJECT TO FUNDING

## 1. Position Objectives

- To manage the triage and referral of civil (including migration law) applications within the Law Access Service (“**the Service**”).
- To manage the Law Access Lawyers for Refugees Network.
- To help the Principal Lawyer and CEO recruit, train and support pro bono lawyers taking civil law referrals.
- To provide strategic advice to the Principal Lawyer and CEO about how to improve the efficiency of our service for applicants with civil and migration law matters.

## 2. Key Requirements of the Position

### Skills

- The ability to network and to promote the service to civil lawyers including migration lawyers.
- Strong analytical skills including the ability to recommend, design and assist to implement new systems where appropriate.
- Demonstrated understanding of the provision of pro bono services and a commitment to ensuring access to justice for all members of the community.

### Experience and Qualifications

- Admission as a lawyer in WA and in possession of or capable of immediately acquiring an unrestricted practising certificate.
- Extensive experience in legal practice in the area of civil law, including migration law in Western Australia.

## 3. Key Responsibilities

3.1 To manage the triage and referral of civil law (including migration law) applications within the Service:

- Assess applications for assistance, including gathering necessary information, analysing legal merit and considering suitability for referral.
- Draft and review advices, correspondence and other documents.
- Liaise with applicants regarding their applications.
- Refer applicants to other agencies for assistance when referral for pro bono legal assistance is not appropriate.
- Arrange for the appropriate referral of matters with legal merit to firms and barristers.
- Assist in recruiting pro bono civil lawyers for the Law Access referral list on an ongoing basis.
- Manage the Law Access Lawyers for Refugees Network including co-ordinating meetings and other information sharing systems for this network.

3.2 To analyse existing Law Access civil and migration law pro bono referral systems and to recommend, design and assist to implement new systems where appropriate.

3.3 Provide written and verbal reports to the Principal Lawyer Law Access as required.

3.4 Supervise and support secondee lawyers, graduates and student interns and volunteers assisting with the Service.

3.5 Other duties as directed

## 4. Organisational Relationships

**Responsible to:** Law Access Principal Lawyer

**Supervision of:** Law Access secondee lawyers and law students and other Law Access staff as required.

**Liaison (Internal):**  
CEO and Company Secretary  
Law Access Principal Lawyer  
Other Law Access Staff  
LSWA Staff  
Law Access volunteers  
Members of the legal profession who are interested in undertaking pro bono work.

**Liaison (External):**  
Members of the public  
Stakeholders  
Government agencies  
Community organisations  
Contractors  
Other service providers

This position requires some out of normal business hours work.

## 5. Extent of Authority

Work within established guidelines, policies and procedures of Law Access as well as statutory legislation.

## 6. Selection Criteria

### Essential

- Admission as a lawyer in WA (or capable of immediate admission) and in possession of or capable of immediately acquiring an unrestricted practising certificate.
- Extensive experience in legal practice in civil and migration law.
- Demonstrated understanding and commitment to working with Access to Justice and Social Justice issues.
- Strong oral and written communication skills.
- Sound computer literacy in the Microsoft Office suite.
- Organised and systematic approach to office and work duties.
- Ability to work without supervision and with general direction.
- Ability to train, induct and supervise students and secondee lawyers as required.

**Desirable**

- Migration Agent Registration

**Occupant:**

**Date Appointed:**

**Prepared by:** CEO Law Access      **Date Issued:** 8 July 2019

**Supervisor:** Principal Lawyer Law Access

**Reviewed:**

**Approved by:**

**No of Pages:** 4

**Reviewed:**

**Date:** 29 May 2020