



ACN 602 771 068

Position Description

Title: Senior Lawyer, Law Access Pro Bono Model Project

Level: CONTRACT POSITION - SUBJECT TO FUNDING

1. Position Objectives

- To deliver a WA Pro Bono Model project in partnership with Community Legal WA to improve access to justice for individuals from disadvantaged backgrounds.
- To ensure a streamlined and effective referral pathway from community legal centres to pro bono legal service providers through the Law Access pro bono referral gateway;

2. Key Requirements of the Position

Skills

- Demonstrated Project management skills
- Demonstrated experience in stakeholder engagement.
- Strong communication skills including preparation and delivery of training and information to key stakeholders through face to face, electronic and web-based delivery.
- Strong analytical skills including the ability to recommend, design and assist to implement new systems and training.
- 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.

Desirable-

- Relevant communications experience including familiarity with using wordpress.
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3. Key Responsibilities

- Implement a pro bono referral gateway including a portal for pro bono lawyers to view and express interest in pro bono matters that have been assessed as suitable for referral;
- Triage, assessment and referral of pro bono applications which have been warm referred by community legal centres and other legal assistance providers;
- Provision of education, outreach and training for community legal centres and other legal assistance providers about how to make effective warm referrals, how to develop and manage secondment agreements with law firms and assistance with recruiting and engaging pro bono lawyers to assist with specific needs;
- Provision of education, outreach and training for legal firms on the Government panel of legal service providers through the Law Access Pro Bono Coordinators Committee to enhance engagement with community legal centres and other legal assistance providers and to support the delivery of services to vulnerable disadvantaged clients; and
- Collection, recording and analysis of data relevant to this project.
- Provide written and verbal reports to the CEO Law Access as required.
- Other duties as directed

Supervisory Responsibilities

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

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):	Community Legal WA and member clcs Law firm Pro Bono Co-ordinators Aboriginal Legal Service of WA Members of the public Stakeholders Government agencies Community organisations Contractors Other service providers

This position requires some travel and 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.
- Demonstrated experience in project management and stakeholder engagement
- Sound judgement
- Strong analytical and problem solving skills.
- Demonstrated understanding and commitment to working with Access to Justice and Social Justice issues.
- Strong oral and written communication skills.
- Sound computer literacy.
- 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.

- Ability to design and deliver training about pro bono referrals to private firm lawyers and community legal centre staff.

Occupant:

Date Appointed:

Prepared by: CEO Law Access **Date Issued:** 28 May 2020

Supervisor: Principal Lawyer Law Access, the position will also work closely with the CEO, Law Access.

Reviewed:

Approved by:

No of Pages: 4

Reviewed:

Date: