

SOLICITOR (Part-Time)



If you...

- Are able to practice unrestricted
- Are eligible for a WA Practice Certificate
- Wish to work flexible hours
- Have a strong interest in social justice
- Enjoy supervising people

... then TAS is keen to receive your application.

The position is permanent part-time and primarily involves supervision of para-legal staff providing information and advice in relation to residential tenancy issues.

TAS is a not for profit community based non-government organisation and functions as a resource unit and state wide telephone advice line for the WA Tenancy Network, a specialist community legal centre and a registered training organisation.

Applicants can visit the website www.taswa.org to get more info about TAS and download the employment package or telephone the office on 9221 9499. Applicants **must** address the selection criteria.

Applications 12 noon Tuesday 20th October 2009

TENANTS ADVICE SERVICE (INC)

JOB DESCRIPTION

POSITION:

PRINCIPAL SOLICITOR

EMPLOYMENT FTE:

Part-time [currently 0.73 FTE =27.5 hrs per week]
Negotiable hours

EMPLOYMENT:

Employment conditions are in accordance with TAS Enterprise Bargaining Agreement.

SALARY:

As per the TAS Enterprise Agreement - level 7/8 of the Social and Community Services Award Level plus 20% (Range \$58,800 to \$66,526 pro rata). Salary packaging is offered in accordance with the TAS Flexible Remuneration Package

RESPONSIBILITY:

The Solicitor is accountable to the Executive Officer of TAS. The Executive Committee employs TAS' staff.

SUPERVISION:

The Executive Officer provides supervision. The Solicitor may also engage in a mentoring arrangement in regards to the provision of legal advice and professional development.

GENERAL OUTLINE OF THE POSITION:

1. Act as the principal solicitor of the Service.
2. Provide legal advice, support and research to TAS.
3. Provide day-to-day and formal supervision to the Tenancy Telephone Advice Workers and the Tenant Advocate.
4. The Solicitor works under limited direction and is required to exercise autonomy, initiative and judgement in undertaking activities within the work area.

COMMON DUTIES (10%)

1. Assist other staff in relation to legal issues, which may impact on their area of work.
2. Communicate with other staff in relation to tenancy policy and law reform.
3. Work within TAS policy and procedures.
4. Develop and maintain appropriate TAS policies and procedures.
5. Develop and maintain networks and links with relevant organisations.
6. Develop, implement and maintain a work plan.
7. Develop, maintain and store records.
8. Undertake own word processing.
9. Attend staff, strategic, business and organisational meetings.
10. Attend tenancy network and other meetings as appropriate.
11. Identify potential media opportunities to support TAS outcomes.
12. Prepare media articles for TAS and other publications as appropriate.
13. Assist with the identification of new publications as appropriate
14. Participate in supervision opportunities as appropriate.
15. Undertake suitable training opportunities.
16. Work within the Australian Training Quality Framework
17. Other duties as required.

DUTIES:

1. Supervision & Risk Management (80%)

- 1.1 Act as TAS' supervising solicitor for Professional Indemnity Insurance purposes.
- 1.2 Day to day supervision of the Tenant Telephone Workers and the Tenant Advocate in the provision of legal advice and all correspondence which has any implications for TAS Professional Indemnity Insurance or which impacts on the solicitor's obligations under their practice certificate including all correspondence relating to clients.
- 1.3 Checking of all Core Data Sheets (Commonwealth data sheets) completed by Tenant Telephone Workers, Tenant Advocate and general Administration calls to fulfill the solicitor's duty of care in relation to the provision of information or advice by non-legal staff.
- 1.4 Ensure that TAS fulfills obligations for completion of Core Data Sheets (Commonwealth data sheets) and reporting to funding bodies.
- 1.5 Supervise client files according to required procedures (including Professional Indemnity Insurance, Commonwealth data system requirements and TAS' internal policies and procedures).
- 1.6 Provide formal supervision to the Tenant Telephone Workers and Tenant Advocate.
- 1.7 Assist in the training of Tenant Telephone Workers as appropriate.
- 1.8 Provide day to day and/or formal supervision of students and volunteers as appropriate.

2. Service Development (10%)

- 2.1 Establish and maintain relevant pro bono networks.
- 2.2 Provide community agency workers with strategies and information to prepare for actions in the Magistrates Court relating to tenancy issues.
- 2.3 Provide legal information, advice and support related to tenancy issues to community agency workers and others who assist tenants, including TAS' workers.
- 2.4 Make referrals to other legal and welfare services where appropriate.
- 2.5 Maintain statistical data and provide to Executive Officer as required.
- 2.6 Identify legal issues, which may impact on TAS at an organisational level.
- 2.7 Provide other reports as required.

NB: The figures in brackets provide a proportionate indication of the extent to which duties in a particular work area are to be undertaken if measured over an extended time period. These are intended guides only. It is expected that the proportions will alter in response to needs and other relevant considerations.

SELECTION CRITERIA:

ESSENTIAL

1. Have a minimum of 2 years post-admissions legal practice experience.
2. Hold, or be eligible to hold, a current WA Practising Certificate.
3. Demonstrated experience in the provision of supervision to para-legal and non-legal staff.
4. Well-developed interpersonal skills including the ability to communicate sensitively and effectively with people from diverse backgrounds.
5. Demonstrated ability to work with minimum supervision, including working independently and as member of a team
6. Demonstrated understanding of the concept of a community legal centre and commitment to social justice.
7. Demonstrated legal research and submission writing skills.
8. Word processing and computer skills (Microsoft Office).

DESIRABLE

1. Understanding and/or experience of working in an inter-disciplinary team approach.
2. Experience working within a community based organisation
3. Experience with advocacy and empowerment models

Effective October 2009

Tenants Advice Service (Inc.) Information for Prospective Employees

Background to Tenants Advice Service

Tenants Advice Service (TAS) is a specialist community legal centre providing information, advice, assistance and education to residential tenants in Western Australia; particularly those disadvantaged in the rental market.

TAS celebrates its 30th anniversary in 2009 and was the first community legal centre established in Western Australia. TAS is the only such specialist tenancy service in Western Australia.

TAS is an independent, incorporated body managed by a community based management committee elected from TAS' membership of more than 130 organisations and individuals.

TAS is currently funded through two main sources - Rental Accommodation Fund grant and the Commonwealth Community Legal Centre Program.

Our current staff level comprises full and part-time positions:

Full time:

- Executive Officer
- Tenant Advocate
- Community Legal Education Coordinator

Part-time:

- Solicitor
- Administrator
- Research/ Policy Officer
- Publications & IT Officer
- (5) Rostered Telephone Advice Workers
- Community Education and Project Officer
- Administrative Assistant.

TAS Service Aims

The aims of TAS are:

- To provide tenants with information, advice, advocacy and support in relation to their rights and responsibilities
- To provide tenancy education to tenants and workers with tenants
- To represent tenants' interests
- To improve and protect residential tenants' rights

TAS Provided Services

TAS provides many services in working towards the above aims including:

- A telephone service (currently 32.5 hours per week, answering more than 1600 calls a year)
- Tenancy Information Sheets (more than 7,000 per year)
- Follow up advice and assistance on serious or complex matters; including help to negotiate a solution with the owner/agent and where this is not possible, assistance with formal dispute resolution (assisting more than 350 tenants a year)
- Advice to community agencies and others assisting tenants (advising more than 100 agencies and answering more than 1,000 queries a year)
- Education and training workshops to tenants and community workers (involving more than 50 workshops and 700 participants in various locations throughout the State)
- The production and distribution of tenancy publications including the Tenants Rights Manual, Tenants and the Law in WA booklet and A Guide to Renting in Western Australia booklet produced in 18 languages (more than 30,000 publications produced and disseminated a year)
- Research and input into relevant reviews and inquiries affecting tenants (such as the need for the extension of privacy protection to the private sector to regulate the operation of tenant databases)
- Liaison with relevant industry bodies and other community agencies (such as, The Department of Commerce (Consumer Protection), Department of Housing, Shelter WA, the National Association of Tenant Organisations and Legal Aid WA)

TAS also seeks to develop and operate effective, efficient and responsive administrative, organisational and management systems to enable the Service to meet its objectives, provide quality services to tenants and meet funding body accountability requirements.



APPLICATION FOR ADVERTISED VACANCY

VACANCY DETAILS	Position Title		
PERSONAL DETAILS	Mr / Mrs / Ms / Miss / Dr	Surname (Family Name)	
	Other Names		Preferred Name
	Address for Notification		Postcode
	Contact Telephone Number (daytime)		

PHYSICAL / HEALTH HISTORY	<p>Important – Section 79 of the Workers' Compensation and Rehabilitation Act 1981 "Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he/she claims compensation for a disability, wilfully and falsely represented themselves as not having previously suffered from disability, a dispute resolution body may in its discretion refuse to award compensation which otherwise would be payable".</p> <p>Please specify any Pre-Existing Medical Conditions/Injuries/Claims which may affect work for which you have applied.</p>

CURRENT EMPLOYMENT	Position Title		
	Employer		
EMPLOYMENT REFEREES	Referees must be employment related, not character or personal referees. It is preferred that one be your current Supervisor or Manager.		
	1	Mr / Mrs / Ms / Miss / Dr	Surname (Family Name)
		Other Names	
		Contact Telephone Number (daytime)	
		Working Relationship (ie Supervisor/Director)	
	2	Mr / Mrs / Ms / Miss / Dr	Surname (Family Name)
		Other Names	
	Contact Telephone Number (daytime)		
	Working Relationship (ie Supervisor/Director)		

ACADEMIC DETAILS	<p>COMPLETED COURSES:</p> <p style="text-align: right;">Date Course Completed: / /</p> <p>CURRENT COURSES:</p>
-------------------------	---

DECLARATION	<p>I DECLARE THAT ALL THE ABOVE STATEMENTS AND ATTACHED SUPPORTING INFORMATION ARE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT WHICH IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING MAY MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL</p>	
	Signature or Name	Date