

**North Australian Aboriginal Justice Agency Ltd**

ABN: 63 118 017 842

61 Smith St Darwin NT 0800

Ph: 08 8982 5100 / Fax: 08 8982 5190

1800 898 251

**Basic Employment Conditions**

Position**:** Solicitor, Civil Section – 6 month contract.

1. **Place of Employment:**

Darwin

1. **Hours of Work:**

37.5 hours per week. 8:00am and 4:30pm Monday to Friday

1. **Salary/Wages:**

LO 1-2 $56300 - $67500

As a Public Benevolent Institution (PBI) NAAJA can offer up to $15,899 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)

1. **Superannuation:**

9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992

1. **Annual Leave:**

5 Weeks per annum. Leave loading of 17.5% will be payable on annual leave. An additional 3 days of leave at Christmas, in line with the *NAAJA Enterprise Agreement 2015-2019*

1. **Long Service Leave:**

As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.

1. **Personal (Sick, Bereavement, and Compassionate) Leave:**

15 days per annum. On termination of employment, employees with 7 years continuous service with NAAJA will be entitled to a payout of 50% of unused Sick Leave credits.

1. **Other:**

* Where a Legal Practising Certificate is required, evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
* Satisfactory Working With Children Clearance Check on commencement
* Where a driver’s licence is required. Evidence of a current NT “C” Class driver’s licence or equivalent

**Disqualification and conviction of serious offences**

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.