****

**North Australian Aboriginal Justice Agency Ltd**

**Duty Statement**

**POSITION: Criminal Practice Manager**

**LOCATION: Darwin**

**POSITION OVERVIEW**

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal aid for Indigenous people in the Top End of the Northern Territory, with offices in Darwin and Katherine. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

NAAJA’s criminal law section is the largest criminal defence practice in the Northern Territory, with a reputation for high quality advocacy. We provide representation in summary and indictable criminal matters in Darwin and remote circuit courts, and undertake significant Supreme Court trial and appellate work on behalf of our Indigenous clients.

The Criminal Practice Manager plays a key leadership role in the section. Working closely with the Managing Solicitor and Deputy Managing Solicitor, the Practice Manager ensures that the section is working effectively and efficiently, as well as maintaining a select practice.

The Practice Manager oversees the daily operations of the section including rostering, file allocation and the supervision and management of support staff (legal secretaries and Client Service Officers) through a team leader structure. This requires high-level organizational skills and an aptitude for management and leadership. The role also involves regular court work, and so requires an experienced lawyer with a background in criminal law.

The role suits an experienced practitioner looking for a management focus who can offer leadership to the team. The package offered includes financial and non-financial benefits, the opportunity to maintain practicing experience while focusing on leadership skills and working with a close-knit team who are recognized as leaders in their field.

**REPORTING RELATIONSHIPS**

The Criminal Practice Manager reports to the Managing Criminal Solicitor

**DUTIES**

1. In consultation with the Managing Criminal Solicitor, ensure the efficient and effective operation of the Criminal Law Practice in the Darwin office.
2. Manage, through the Senior PA and Senior CSO, the work of secretarial and client support staff of the Criminal Law Section. This includes performance management, staff development and mentoring and effective knowledge and information management.
3. Coordinate and oversee, recruitment processes, placement of volunteers and interns, and leave requests with support from NAAJA’s operational team.
4. Maintain a reduced case load, providing high level legal advice and representation to Indigenous people charged with criminal offences, including appearances in the Supreme Court.
5. Appear at Pre-Trial Conferences and Arraignments at the Supreme Court for NAAJA criminal matters; appear at the Court of Summary Jurisdiction for Preliminary Examination Mentions and Directions Hearings as required.
6. Manage court listings (including liaison with courts) and the section’s roster; oversee file allocation and reallocation within the section; liaise with other NAAJA offices.
7. Coordinate regular roster meetings and other meetings for the good management of the criminal section.
8. Ensure practice management systems (eg diary, roster, filing, CMS client database) are working effectively and provide accurate statistics, information and reports on NAAJA’s Criminal law practice to meet internal and external requirements.
9. Represent NAAJA at external meetings and in public forums as required.
10. Other duties as reasonably directed.

**SELECTION CRITERIA**

# Essential:

1. Admission (or eligibility for admission) as a legal practitioner in the Northern Territory with experience in criminal law, including in superior courts.
2. An understanding of the issues affecting the disproportionate involvement of Indigenous people in the criminal justice system and a demonstrated empathy and sensitivity to Indigenous people, history and culture.
3. Excellent communication skills, particularly the ability to communicate effectively with people from diverse cultural and linguistic backgrounds.
4. Ability to provide effective leadership to a diverse team of legal and non-legal staff, working constructively with them to deliver an outstanding service to clients.
5. Experience in day-to-day supervision and management of staff or appropriate transferable skills demonstrated in other leadership roles.
6. Demonstrated superior time management and organisation skills.
7. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.
8. Ability to obtain a Working with Children Clearance (OCHRE card).

***Please note: applicants for this position must address the selection criteria in their written application, which should be sent to*** ***recruitment@naaja.org.au***