



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Lawyer, Civil Law and Royal Commission Coordination Sections

LOCATION: DARWIN

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Top End of the Northern Territory. We have offices in Darwin, Palmerston 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 legal practice is the largest in the Northern Territory, providing high quality, culturally proficient and accessible advice, casework and court advocacy in both criminal and civil law. NAAJA particularly seeks to achieve social justice for Aboriginal and Torres Strait Islander people through strategic litigation, law reform and education.

This would involve the successful candidate working in both the Civil Law and Royal Commission Coordination Sections.

NAAJA's civil law practice is an extremely busy and diverse one, with practice areas including police accountability, child protection, consumer, discrimination, tenancy, social security and victims of crime assistance claims.

The work requires high levels of motivation, energy and a commitment to professional excellence.

NAAJA seeks appropriately qualified legal practitioners who have the personal and professional attributes to be a successful member of its Civil Law Team and maintain carriage of a challenging practice.

The position entails regular travel to remote communities to conduct Civil Law Clinics and may include overnight stays.

Suitably qualified Aboriginal and Torres Strait Islander people are encouraged to apply.

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064 DARWIN NT 0801
Tel: 08 8982 5100 Fax: 08 8982 5190

KATHERINE

32 Katherine Terrace
PO Box 1944 KATHERINE NT 0851
Tel: 08 8972 5000 Fax: 08 8972 5050



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REPORTING RELATIONSHIPS

Managing Solicitor, Civil Law Section and Managing Lawyer, Royal Commission Coordination Team.

DUTIES

Civil Law Section

1. Undertake litigation and other casework in civil law in accordance with NAAJA's priorities and guidelines as directed by the Managing Solicitor.
2. Provide general advice to NAAJA clients on civil law issues. This includes conducting advice clinics in urban and remote areas.
3. Identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory.
4. Liaise with other NAAJA staff, government officers and community-based organisations as required.
5. Attend team and staff meetings as required.
6. Provide reports about casework and other operations undertaken as required.
7. Refer NAAJA clients to other agencies for assistance where appropriate.
8. Work co-operatively with civil law team including secretarial and client service staff.

Royal Commission Coordination Section

1. Work with coordination team members to identify material, documents and clients within the scope of the Royal Commission. This will include the use of eDiscovery software and databases
2. Draft correspondence to parties relevant to proceedings as required
3. Draft memorandums, statements and other relevant documents as required
4. Provide legal advice and information to clients, guardians and potential witnesses within the scope of the Royal Commission
5. Review and assess all documents to be provided to the Royal Commission for confidentiality and privilege
6. Assist with instructing Counsel, preparation of briefs and review of relevant materials relating to the Royal Commission as required
7. Follow policies and procedures including accurate data capture and file management.

SELECTION CRITERIA

Essential:

1. Eligibility for Admission as a solicitor of the Supreme Court of the Northern Territory and the High Court of Australia with 2-3 years post admission experience in legal practice.
2. Demonstrated interest and experience in civil law.

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3. Ability to undertake civil litigation and casework and provide civil law advice with limited supervision.
4. Preparedness to undertake overnight travel to, and to work in, all NAAJA Offices and remote Aboriginal communities.
5. Ability to identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory, including an awareness of current issues facing Aboriginal and Torres Strait Islander people and understanding of their aspirations.
6. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
7. Ability to work constructively with a diverse team of legal and non legal staff to achieve NAAJA's goals.
8. The role will require significant time management and organisational skills to prioritise and plan workload to meet deadlines
9. Ability to obtain a "Working With Children Clearance" (Ochre Card) upon commencement.
10. Current drivers licence.
11. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Please note: applicants for this position must address the selection criteria in their written application.

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Freecall 1800 898 251 ABN 63 118 017 842 Email mail@naaja.org.au

Basic Employment Conditions

Position: Lawyer, Civil Law and Royal Commission Coordination Sections

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Darwin
- 3) **Hours of Work:**
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**
LO 2 \$65100 - \$69600
As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450.15 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)
- 5) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service
Darwin - \$1,150
- 6) **Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 7) **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*
- 8) **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.
- 9) **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.
- 10) **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.

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