



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Senior Civil Lawyer

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.

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

The criminal law practice consists of criminal solicitors working in the areas of youth summary, indictable and appellate crime, supported by administrative and client service staff who play a vital role in ensuring the provision of effective legal services to our clients.

The Law and Justice Projects section delivers a range of innovative and culturally strengthening projects. NAAJA Throughcare is an innovative and culturally strengthening program which aims to reduce repeat offending by supporting Aboriginal prisoners and their families through the delivery of strength based pre and post release service provision.

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

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

REPORTING RELATIONSHIPS

The Senior Lawyer will report to the Managing Civil Lawyer.

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



North Australian Aboriginal Justice Agency

DUTIES

1. Provide advice to NAAJA clients on civil law issues. This includes conducting advice clinics in urban and remote areas.
2. Undertake litigation and other casework in civil law in accordance with NAAJA's priorities and guidelines as directed by the Managing Civil Solicitor.
3. Provide support to the Managing and Deputy Managing Civil Solicitors in guiding and advising NAAJA staff; training and induction of new and existing staff, the development and implementation of Civil Section policies and procedures.
4. Provide support to the Managing Civil Solicitor when required.
5. Represent the Civil Section at internal meetings and represent the Civil Section and/or NAAJA at meetings with external agencies.
6. Attend team and staff meetings as required.
7. Identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory. Contribute to policy discussions and assist with the preparation of written submissions.
8. Liaise with other NAAJA staff, government officers and community-based organisations as required.
9. Provide reports about casework and other operations undertaken as required.
10. Other duties as required.

SELECTION CRITERIA

Essential:

1. Eligibility for Admission as a solicitor of the Supreme Court of the Northern Territory and the High Court of Australia.
2. 4+ Years post-admission experience in civil law.
3. Demonstrated ability to undertake civil litigation and casework and provide civil law advice with limited supervision.
4. Proven ability to mentor and/or supervise legal and non legal staff.
5. Ability to undertake overnight travel to, and to work in, all NAAJA Offices and remote Aboriginal communities.
6. 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.
7. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
8. Demonstrated ability to work constructively with a diverse team of legal and non legal staff to achieve NAAJA's goals.

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9. Well developed time management skills including ability to meet deadlines and manage a diverse legal practice.
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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Basic Employment Conditions

Position: Senior Solicitor Civil

- 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:**
LO3 \$74,500 - \$81,200
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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