



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Solicitor, Criminal Law Section

LOCATION: Katherine

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) aims to empower Aboriginal people and advance the interests and aspirations of the Aboriginal community through the provision of a comprehensive range of legal and support services throughout 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 Katherine criminal law team consists of 5 lawyers, managed by the Regional Managing Solicitor. The team is supported by secretarial staff and Client Service Officers who play a vital role in ensuring the provision of effective legal services to our clients.

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

Aboriginal and Torres Strait Islander people are encouraged to apply.

REPORTING RELATIONSHIP

The Solicitor, Criminal Law Section (Katherine) will report to the Regional Managing Solicitor (Katherine).

KEY RESPONSIBILITIES

1. To provide culturally competent legal advice and representation to Aboriginal and Torres Strait Islander people charged with criminal offences.
2. To contribute to NAAJA's work aimed at overcoming the disadvantage suffered by Aboriginal and Torres Strait Islander people.

DUTIES

1. To undertake work in the Court of Summary Jurisdiction and Supreme Court in criminal matters, including representation in mentions/adjournments, pleas in mitigation, defended hearings and appeals (depending on experience).
2. Provide advice to clients in criminal law matters.
3. To undertake work at circuit courts (including travel and overnight stays in remote communities).
4. To assist the Regional Managing Solicitor (Katherine) as required.

HEAD OFFICE: DARWIN

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

KATHERINE

32 Katherine Terrace
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Tel: 08 8972 5000 Fax: 08 8972 5050



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5. To identify issues that cause disadvantage to Aboriginal and Torres Strait Islander people in the criminal justice system and to assist NAAJA through the Chief Executive Officer to respond to those issues through test cases, legal education, law reform and/or community development strategies.
6. To participate in all staff and team meetings as required.
7. To work co-operatively with secretarial and client service staff as required.
8. Other duties as directed.

SELECTION CRITERIA

1. A minimum of 2 years' experience in criminal law.
2. An understanding of the issues affecting the disproportionate involvement of Aboriginal and Torres Strait Islander people in the criminal justice system. Including a demonstrated empathy and sensitivity to Aboriginal and Torres Strait Islander people, history and culture.
3. Previous experience in dealing with Aboriginal and Torres Strait Islander people is highly desirable.
4. Sufficient experience in summary courts with a demonstrated ability to provide high quality oral and written advice on a range of legal issues.
5. Excellent communication skills, including the ability to communicate effectively with Aboriginal and Torres Strait Islander people living in the Top End.
6. Good time management and organisational skills including demonstrated capacity to perform under pressure and ability to effectively handle high volume workloads within tight deadlines.
7. Ability and willingness to travel to and work in the regional areas serviced by NAAJA.
8. Computer literacy including ability and willingness to prepare correspondence and reports, using Email and electronic scheduling.
9. Ability to work constructively with a diverse team of legal and non-legal staff to achieve the goals of the position including a demonstrated willingness to seek advice from field officers on cultural issues and/or supervision by senior solicitors when necessary.
10. Ability to obtain a satisfactory "Working With Children Clearance" (Ochre Card) upon commencement.
11. Current Drivers Licence with manual driving experience.
12. 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: Solicitor, Criminal Law Section

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Katherine
- 3) **Hours of Work:**
37.5 hours per week. 8:00am - 4:30pm Monday to Friday
- 4) **Salary/Wages:**
LO2.1-2.3 (\$67,100 - \$71,700)
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
Katherine - \$1,350
- 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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