



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: Community Legal Educator

LOCATION: Alice Springs

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal for Indigenous people in the Northern Territory with offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs.

We are considered to be a leading Australian legal service and have received both national and Northern Territory human rights awards for our work. We are committed to providing quality representation for our clients and bringing about long term change in the justice system.

NAAJA's Community Legal Education (CLE) builds on many years of developed practice and expertise. The CLE approach in remote communities is to work collaboratively with community members in identifying local needs, delivering CLE tailored to these needs and designing and delivering CLE with the purpose of building capacity. We have a unique approach in that we employ a Participatory Action Research approach to all of our CLE work in remote communities. Both our urban and remote legal education sessions are informed by principles of adult and Aboriginal learning styles and two-way learning exchanges.

This position will suit someone who has a high level of motivation, energy and commitment to professional excellence. The position is full time equivalent and will be based in Alice Springs with extensive travel to communities across Central Australia. The salary level will be negotiated and will be commensurate with the knowledge, skills and experience of the selected applicant.

The selected applicant will demonstrate a meaningful commitment to developing cultural competency and will integrate this to build the understanding and capacity of Aboriginal Territorians to navigate the legal and justice system. There will be a level of independence and autonomy with this work and a need to collaborate effectively with a diverse team and with external stakeholders and organisations. The selected applicant will be in a position to help grow and build the CLE team and its capacity and reach.

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

ALICE SPRINGS

55 Bath Street
ALICE SPRINGS NT 0870
Tel: 08 8950 9300

TENNANT CREEK

61 Patterson Street
TENNANT CREEK NT 0860
Tel: 08 8962 1332



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REPORTING RELATIONSHIPS

Manager, Law & Justice Projects.

DUTIES

1. Deliver NAAJA's CLE program, including workshops and training sessions with individuals and groups in remote and urban areas in Central Australia.
2. Travel to remote communities and townships in Central Australia. Consult with communities to build relationships and determine community legal education and social justice needs and priorities.
3. Contribute to the effective project management of CLE projects, including by collaborating with other agencies and organisations and contributing to reports and funding requirements.
4. Prepare CLE publications and multi-media, including coordinating production, content and distribution.

SELECTION CRITERIA

Essential:

1. Tertiary qualifications in law, community development or education, or similar relevant work experience.
2. A demonstrated ability to communicate effectively with Aboriginal people from Central Australia, including demonstrated experience of effective cross-cultural communication skills and adult education techniques.
3. Understanding of the civil and criminal justice systems in the Northern Territory.
4. Ability to work constructively with a diverse team of legal and non-legal staff.
5. Ability to meet deadlines and work autonomously with limited supervision.
6. Commitment to NAAJA's Cultural Competency Framework 2017 – 2020.
7. Ability to travel to, and work from, remote locations across Central Australia.
8. An NT Driver's License or interstate equivalent.
9. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Desirable:

10. Demonstrated knowledge and experience in community legal education.
11. Knowledge of and/or experience working in media, film making, theatre or related.

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

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Basic Employment Conditions

Position: Community Legal Educator

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Alice Springs
- 3) **Hours of Work:**
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**
LO1.1 \$59,800 – LO2.2 \$69,500
- 5) 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)
- 6) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service
\$1,150
- 7) **Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 8) **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*
- 9) **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.
- 10) **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.
- 11) **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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