



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: Practice Manager, Criminal Section

LOCATION: Alice Springs

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 Northern Territory.

The Alice Springs and Tennant Creek Criminal Law Section of NAAJA consists of Criminal Solicitors supported by secretarial and client service staff who play a vital role in ensuring the provision of effective legal services to our clients. The Alice Springs and Tennant Creek Criminal Law Section is an extremely busy section, which requires staff members to demonstrate 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 Practice Manager will report to the Regional Managing Solicitor for Central Australia.

GENERAL DESCRIPTION

The Practice Manager plays an important leadership role in the section. Working closely with the Regional Managing Solicitor, the Practice Manager ensures that the section is working effectively and efficiently and providing a high quality legal service to NAAJA's clients, as well as maintaining a select practice.

The role requires an experienced lawyer with a background in criminal law who has high-level organizational skills and an aptitude for management and leadership.

REPORTING RELATIONSHIPS

The Practice Manager will report to the Regional Managing Solicitor.

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
Fax: 08 8953 0784

TENNANT CREEK

61 Patterson Street,
TENNANT CREEK
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Fax: (08) 8962 2507



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KEY RESPONSIBILITIES

1. In consultation with the Regional Managing Criminal Solicitor, ensure the efficient and effective operation of the Criminal Law Section in Central Australia.
2. Implement practice management procedures in the Criminal Law Section including rostering, file allocation, and file/information management.
3. Supervision and performance management of support staff (personal assistants and Client Service Officers), through team leaders.

DUTIES

1. Co-ordinate, in conjunction with the Regional Managing Solicitor, NAAJA's criminal law practice in the Alice Springs and Tennant Creek offices.
2. 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.
3. Provide high level legal advice and representation to Aboriginal people charged with criminal offences, including appearances in the Supreme Court.
4. Appear at Pre-Trial Conferences and Arraignments at the Supreme Court for NAAJA criminal matters; appear at the Local Court for Preliminary Examination Mentions and Directions Hearings as required.
5. Ensure practice management systems (eg diary, roster, filing, CMS client database) are working effectively.
6. Co-ordinate and oversee, in conjunction with NAAJA Corporate Services, recruitment processes, placement of volunteers and interns, and leave requests.
7. In consultation with the Regional Managing Solicitor, support and promote the training and professional development of staff in the Criminal Law Section as well as effective knowledge and information management.
8. Manage, through the Senior PA and Senior CSO, the work of secretarial and client support staff of the Criminal Law Section, including through formal performance reviews.
9. Coordinate regular roster meetings and other meetings for the good management of the criminal section.
10. Provide accurate statistics, information and reports on NAAJA's Criminal law practice to meet internal and external requirements as requested.
11. Represent NAAJA at external meetings and in public forums as required.
12. Other duties as reasonably directed.

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SELECTION CRITERIA

ESSENTIAL:

1. Admission (or eligibility for admission) as a legal practitioner in the Northern Territory.
2. An understanding of the issues affecting the disproportionate involvement of Aboriginal people in the criminal justice system and a demonstrated empathy and sensitivity to Aboriginal people, history and culture.
3. Experience in criminal law, including in superior courts.
4. Superior time management and organisational skills.
5. Experience in day-to-day supervision and management of staff, or comparable skills (for example, as demonstrated in other leadership roles).
6. Excellent communication skills, including the ability to communicate effectively with Aboriginal people living in Central Australia.
7. Ability to work constructively with a diverse team of legal and non-legal staff to achieve the goals of the position.
8. Current NT Driver's Licence.
9. Ability to obtain a Working with Children Clearance (Ochre Card).
10. 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: Practice Manager, Criminal Section – Alice Springs

- 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:**
LO6.1 \$103,800 – LO6.3 \$110,600
- 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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