



## North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email [mail@naaja.org.au](mailto:mail@naaja.org.au)

### Duty Statement

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**POSITION:** Regional Managing Solicitor

**LOCATION:** Alice Springs

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#### POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people through the Northern Territory. We have offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

The Alice Springs and Tennant Creek Criminal Law sections 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.

The Regional Managing Solicitor is responsible for the effective operation of the Alice Springs and Tennant Creek offices, the Alice Springs Criminal section under the supervision of NAAJA's Principal Legal Officer.

The Regional Managing Solicitor will:

- ensure the effective operation of the office, including through the development and maintenance of appropriate policies and procedures;
- manage and supervise staff; and
- provide high quality legal advice and representation to clients in criminal law.

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

#### REPORTING RELATIONSHIPS

The position reports to the Principal Legal Officer based in Darwin.

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#### 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,  
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### KEY RESPONSIBILITIES

1. Oversee and manage the operations of the Alice Springs and Tennant Creek offices, including supervising staff.
2. Ensure the effective and professional operation of NAAJA's legal practice in the Central Australian region.
3. Directly manage NAAJA's criminal law practice in the Alice Springs and Tennant Creek offices.
4. Provide high quality legal advice and representation to Aboriginal and Torres Strait Islander people charged with criminal offences, before the Local Court and the Supreme Court.
5. To contribute to NAAJA's work aimed at overcoming the disadvantage suffered by Aboriginal and Torres Strait Islander people.

### DUTIES

1. Manage the Alice Springs and Tennant Creek offices, ensuring the highest professional standards are maintained in the legal practice and that all administrative and related systems operate effectively to support that practice.
2. Ensure regular meetings with all staff in the Alice Springs and Tennant Creek offices.
3. Provide and facilitate appropriate support and training to all legal staff and ensure appropriate training and development opportunities are available to all staff.
4. Develop, implement and monitor policies and guidelines for the Alice Springs and Tennant Creek offices in accordance with management direction.
5. Manage the criminal law practice in the Alice Springs and Tennant Creek offices, including coordinating roster meetings for the criminal section.
6. Appear and/or brief counsel in a range of criminal matters for NAAJA clients including more complex legal work such as Committal, Supreme Court pleas and Trials, Local Court Appeals and Court of Criminal Appeal matters.
7. Provide advice on legal issues to clients and the Principal Legal Officer and Chief Executive Officer as required.
8. Maintain a high level of knowledge and understanding of criminal justice issues impacting upon Indigenous people through continuing education.
9. To undertake work at circuit (bush) courts where necessary.
10. To identify issues that cause disadvantage to Aboriginal and Torres Strait Islander people in the criminal justice system and to assist NAAJA through the Principal Legal Officer to respond to those issues through test cases, legal education, law reform and/or community development strategies.
11. To participate in all NAAJA staff and team meetings as required.
12. Where required, to represent NAAJA in meetings and public forums.
13. 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 with a minimum of 5 years post-admission 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 and a demonstrated empathy and sensitivity to Aboriginal and Torres Strait Islander people, history and culture. Previous experience in dealing with Aboriginal and Torres Strait Islander people or organisations is highly desirable.
3. Demonstrated experience in the management and supervision of legal and non-legal staff.
4. Superior time management and organisational skills and a proven ability to manage a busy legal practice.
5. Excellent communication skills, including the ability to communicate effectively with Aboriginal and Torres Strait Islander people living in Central Australia.
6. Computer literacy including ability and willingness to prepare correspondence and reports, using email and electronic scheduling.
7. Ability to work constructively with a diverse team of legal and non-legal staff to achieve the goals of NAAJA including a demonstrated willingness to seek advice from Client Services Officers on cultural issues and/or the assistance of the Principal Legal Officer when necessary.
8. Current NT Driver's Licence.
9. 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, which should be sent to [recruitment@naaja.org.au](mailto:recruitment@naaja.org.au)***

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### Basic Employment Conditions

#### Position: Regional Managing Solicitor

- 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:**  
EO3.1 \$122,800 – EO3.4 \$136,400
- 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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