



## 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:      LAWYER, CIVIL LAW SECTION**

**LOCATION:        DARWIN**

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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 in 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.

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

NAAJA seeks appropriately qualified legal practitioners who have the personal and professional attributes to be a successful member of its Civil Law Team and maintain carriage of a challenging practice.

The position entails regular travel to remote communities to conduct Civil Law Clinics and may include overnight stays.

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

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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  
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#### ALICE SPRINGS

55 Bath Street  
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ALICE SPRINGS NT 0870  
**Tel:** 08 8950 9300  
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#### TENNANT CREEK

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### REPORTING RELATIONSHIPS

Lawyers in the Civil Law Section report to the Managing Solicitor, Civil Law Section.

### DUTIES

1. Undertake litigation and other casework in civil law in accordance with NAAJA's priorities and guidelines as directed by the Managing Solicitor.
2. Provide general advice to NAAJA clients on civil law issues. This includes conducting advice clinics in urban and remote areas.
3. Identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory.
4. Liaise with other NAAJA staff, government officers and community-based organisations as required.
5. Provide case support to other NAAJA staff.
6. Attend team and staff meetings as required.
7. Provide reports about casework and other operations undertaken as required.
8. Refer NAAJA clients to other agencies for assistance where appropriate.
9. Work co-operatively with civil law team including secretarial and client service staff.
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. Demonstrated interest and experience in civil law with 2 years post admission experience.
3. Ability to undertake civil litigation and casework and provide civil law advice with limited supervision.
4. Preparedness to undertake overnight travel to, and to work in, all NAAJA Offices and remote Aboriginal communities.
5. 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.
6. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
7. Ability to work constructively with a diverse team of legal and non legal staff to achieve NAAJA's goals.
8. Ability to meet deadlines.
9. Ability to obtain a "Working With Children Clearance" (Ochre Card) upon commencement.

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10. Current drivers licence.
11. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

### **Preferred**

1. Interest and experience in welfare rights including tenancy and social security law

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

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## Basic Employment Conditions

### Position: LAWYER, CIVIL LAW SECTION

- 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:**  
LO2 \$67,100 - \$71,700
- 5) As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450 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  
Darwin - \$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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