



## 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:** Deputy Managing Civil Solicitor  
Temporary Contract (12 Months)

**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.

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

#### REPORTING RELATIONSHIPS

The Deputy Managing Civil Solicitor will report to the Managing Civil Solicitor.

#### GENERAL DESCRIPTION

The Deputy Manager is a senior civil lawyer based in the Darwin office, working closely with the Managing Civil Solicitor, and the Darwin solicitors and support staff.

The role requires a person with good organisational ability as well as developed legal and supervisory experience and skills.

The position is a 12 month contract.

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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  
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#### ALICE SPRINGS

55 Bath Street  
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#### TENNANT CREEK

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### KEY RESPONSIBILITIES

1. Support the Managing Civil Solicitor to oversee the efficient and effective management and administration of the Darwin civil law practice.
2. Support the Managing Civil Solicitor to supervise lawyers and oversee the conduct of complex civil law matters.
3. Undertake responsibilities of the Managing Civil Solicitor in their absence and as delegated.
4. Advise and represent NAAJA clients in civil law matters.

### DUTIES

1. Oversee the administrative operations of the Darwin civil practice with the support of the Managing Civil Solicitor including organisation of Alice Springs based and remote clinics, civil calendars and duty rosters and services.
2. Support the Managing Civil Solicitor in monitoring Secretary and CSO staff attendance and performance and conduct regular reviews in accordance with NAAJA policies.
3. Support the Managing Civil Solicitor in the supervision of legal staff including conduct of regular file reviews.
4. Undertake casework, court work and conduct clinics as appropriate and according to capacity.
5. Support the Managing Civil Solicitor to make decisions as to grants of legal aid, review files upon closure and monitor compliance with NAAJA's funding and professional obligations in the conduct of the civil law practice.
6. Act as Managing Civil Solicitor when required.
7. Representing the civil section at internal meetings and representing the civil section and/or NAAJA at meetings with external agencies.
8. Together with the Civil Managing Solicitor, coordinate and facilitate regular practice meetings of the civil law section and assist with the organisation of other relevant meetings with stakeholders that are necessary for the good management of the Civil section.
9. When necessary, undertake travel. This may include remote locations and overnight stays.
10. Other duties as reasonably directed.

### 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. 5+ years post-admission experience in civil law.
3. Demonstrated ability to undertake civil litigation and casework and provide civil law advice with limited supervision.
4. Excellent organisational skills, and a proven ability to mentor and/or supervise legal and non-legal staff.
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.

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6. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
7. Demonstrated ability to work constructively with a diverse team of legal and non-legal staff to achieve NAAJA's goals.
8. Well-developed time management skills including ability to meet deadlines and manage a diverse legal practice.
9. Current driver's licence.
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: Deputy Managing Civil Solicitor

- 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:**  
LO5 \$93,100 - \$99,900
- 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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