



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: Administration Officer - Throughcare

LOCATION: Palmerston

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency (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 with offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs.

Throughcare provides support and assistance to Aboriginal people from when they are first taken into custody through their period of incarceration continuing through to their reintegration to the community upon release.

POSITION OBJECTIVE

To provide administrative support to the Throughcare Management Team and Case Managers. The position requires a multi-skilled, self-motivated person who has an understanding of Aboriginal culture, is experienced in working in a professional case management context with high professional standards and attention to detail.

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 Administration Officer, Throughcare reports to the Administration Manager, Throughcare.

DUTIES

The key responsibilities of the position are to:

1. Provide administrative and ancillary support to the Throughcare Management Team and Case Managers.

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100
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2. Ensure all Throughcare client records and statistical information is maintained in accordance with practice standards and recorded in an accurate and timely manner in the Prisoner Advocacy Throughcare (PAT) database;
3. Provide support to the Administration Manager to ensure the smooth functioning of the offices in areas of information technology, office equipment, alarm services, vehicles, building repairs and maintenance;
4. Maintain office supplies and services including purchasing goods, raising purchase orders, making travel and accommodation arrangements, arranging appointments/meetings and booking interpreters as required.
5. Provide general office support including photocopying, answering and effectively screening incoming calls, taking and delivering accurate telephone messages, supporting case managers by producing correspondence as required and monitoring incoming and outgoing mail in a timely manner. Attend meetings to accurately take, transcribe and distribute in a timely manner, meeting minutes.
6. Maintain the integrity of the information partition and client confidentiality between Throughcare and other sections of NAAJA;
7. Other duties as reasonably directed.

SELECTION CRITERIA

Essential:

1. Demonstrated highly effective administrative, time management and organisational skills with a sound knowledge and experience in office procedures, including audio typing (transcribing), file management (manual and computerised), effective call screening and accurate message taking, making appointments, receiving information for/from legal staff and maintenance of client confidentiality;
2. Competent and accurate typist with attention to detail and demonstrated experience in taking, transcribing and distributing accurate meeting minutes.
3. Demonstrated ability to use the Microsoft Suite of programs including but not limited to Word, Excel and Outlook.
4. Ability/experience in liaising with other agencies, developing networks and contacts in other associated services such as emergency housing, policing, rehabilitation and community corrections/probation and parole.
5. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal young people and adults, their families, community members, colleagues and other relevant people;

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6. Demonstrated ability to work under pressure and to meet deadlines;
7. Demonstrated ability to work unsupervised, and as part of a small diverse team;
8. A general understanding of the Northern Territory Justice System especially sentencing orders and parole;
9. Ability to obtain a "Working With Children Clearance" (Ochre Card) upon commencement.
10. Current NT "C" Class Driver's licence or ability to readily obtain.
11. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Highly Desirable

1. An understanding of the role and function of NAAJA and a general knowledge of legal processes.
2. Current First Aid Certificate

Additional Factors

1. Applicants must address all selection criteria in their written application to be considered for interview.
2. Possession of a current driver's licence is essential (you may be required to provide evidence of your driving record);
3. Applicants for this position are required to disclose any criminal history at the time of interview. Please note the possession of a criminal history is not an automatic bar to employment, as the nature and the circumstances of the offence will be taken into consideration.

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

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Basic Employment Conditions

Position: Administration Officer, Throughcare

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Palmerston
- 3) **Hours of Work:**
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**
PSO3 \$59,300 to \$63,700
- 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
\$1,150 (taxable)
- 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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