



## 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: CRIMINAL SOLICITOR**

**LOCATION: ALICE SPRINGS**

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#### 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 Criminal Solicitor will report to the Regional Managing Solicitor for Central Australia.

#### GENERAL DESCRIPTION

The Criminal Solicitor will have a minimum of 2 years' experience in conducting criminal duty matters and casework of pleas, hearings, and committals of the Local Court and indictable matters of the Supreme Court. The position will provide a role in ensuring of the high professionalism and quality of representation of clients in NAAJA's criminal practice for Central Australia.

#### KEY RESPONSIBILITIES

1. To provide high quality legal advice and representation to Aboriginal and Torres Strait Islander people charged with criminal offences.
2. In conjunction with other staff, to undertake work aimed at overcoming the disadvantage suffered by Aboriginal and Torres Strait Islander people.

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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  
PO Box 1670  
ALICE SPRINGS NT 0870  
**Tel:** 08 8950 9300  
**Fax:** 08 8953 0784

#### TENNANT CREEK

61 Paterson Street  
PO Box 56  
TENNANT CREEK NT 0861  
**Tel:** 08 8962 1332  
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### DUTIES

1. To undertake work in the Local Court for criminal matters, including a duty lawyer service, after hours custody phone, bail applications, direction hearings, pleas, hearings, committals and criminal matters in the Supreme Court.
2. Provide high quality advice on criminal law issues to clients and the Regional Managing Solicitor as required.
3. To undertake work at circuit (bush) courts, including travel and overnight stays in remote communities.
4. To develop and implement goals in accordance with NAAJA's Strategic Plan.
5. To assist the Regional Managing Solicitor of the Criminal Section as required.
6. To assist in training, development and mentoring of lawyers and paralegals.
7. 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, legal education, law reform and/or community development strategies.
8. To participate in all staff and team meetings as required.
9. Work co-operatively with secretarial and client service staff as required.
10. Other duties as directed.

### 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 and Torres Strait Islander people in the criminal justice system. Including a demonstrated understanding and sensitivity to Aboriginal and Torres Strait Islander people and their history and culture.
3. Previous experience in dealing with Aboriginal and Torres Strait Islander people is highly desirable.
4. Sufficient experience in trial and appellate work in Local and/or Supreme Courts with a demonstrated ability to provide high quality oral and written advice on a range of legal issues.
5. Excellent communication skills, including the ability to communicate effectively with Aboriginal and Torres Strait Islander people living in Central Australia.
6. Good time management and organisational skills including demonstrated capacity to perform under pressure and ability to effectively handle high volume workloads within tight deadlines.
7. Ability and willingness to travel to and work in the regional areas serviced by NAAJA.
8. Computer literacy including ability and willingness to prepare correspondence and reports, using Email and electronic scheduling.

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9. Ability to work constructively with a diverse team of legal and non-legal staff to achieve the goals of the position including a demonstrated willingness to seek advice from client service officers on cultural issues and/or supervision by senior solicitors when necessary.
10. Current Drivers Licence with manual driving experience.
11. 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: CRIMINAL 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:**  
LO2 \$69,200 - \$73,900
- 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 – Alice Springs \$1,150  
Remote Allowance – Alice Springs - \$3,276pa (pro rata if less than full time) paid on a fortnightly basis
- 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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