



## North Australian Aboriginal Justice Agency

### Duty Statement

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**POSITION:** Restorative Justice Program Officer (Identified Position)  
18 Month Contract

**LOCATION:** Darwin

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#### POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal and justice agency services for Aboriginal and Torres Strait Islander people in the Northern Territory with offices in Darwin, Katherine, Tennant Creek and Alice Springs.

We are considered to be a leading Australian legal service and have received both national and Northern Territory human rights awards for our work. We are committed to providing quality representation for our clients and bringing about long term change in the justice system.

The 'Restorative Justice Training for Aboriginal Community Elders and Leaders in the Northern Territory' is a new program building on NAAJA's ongoing and established relationships with select communities and Law and Justice groups (or Elder groups or Cultural Authorities or groups with their own names) across the Top End. Funding has been made available from the Northern Territory Government's Alcohol Action Initiative to develop and implement a restorative justice training program over 2 years in Maningrida, Gunbalanya, Groote Eylandt, Wadeye and the Tiwi Islands.

This position will suit someone who has a high level of motivation, energy and commitment to professional excellence. The position is full time equivalent and will be based in Darwin with extensive travel to the identified communities. The position will work alongside the Community Legal Education team at NAAJA and will travel to these communities with a Community Legal Educator. The salary level will be negotiated and will be commensurate with the knowledge, skills and experience of the selected applicant.

The selected applicant will demonstrate a meaningful commitment to developing cultural competency and will integrate this to the design of a suitable restorative justice program. There will be a level of independence and autonomy with this work and a need to collaborate effectively with a diverse team and with external stakeholders and organisations. The selected applicant will be in a position to help grow and build the restorative justice program.

This position at this stage is being advertised as identified for an Aboriginal and/or Torres Strait Islander person, and is intended to constitute a special measure under section 8 (1) of the *Racial Discrimination Act 1975 (Cth)*, and section 57 of the *Anti-Discrimination Act 1996 (NT)*.

### **REPORTING RELATIONSHIPS**

Manager, Law and Justice Projects section.

### **DUTIES**

1. Develop and implement a project plan in accordance with the funding agreement. This project plan will be suitable in the Aboriginal community context and integrate best practice restorative justice principles.
2. Travel to the identified communities of Maningrida, Gunbalanya, Groote Eylandt, Wadeye and the Tiwi Islands to implement restorative justice training in accordance with the project plan.
3. Contribute to the effective implementation of the project plan by collaborating with key stakeholders and services within the justice system and in the identified communities.
4. Prepare written program material and progress reports and other relevant reports in relation to funding requirements.
5. Represent NAAJA and the restorative justice program in external communications including meetings with stakeholders and funding bodies and in presentations at relevant fora and conferences.
6. Identify opportunities to develop and grow NAAJA's restorative justice practice.

### **SELECTION CRITERIA (please note at this stage we are initially advertising as an identified position for an Aboriginal and/or Torres Strait Islander person)**

Essential:

1. Qualifications in law or restorative practices or similar qualifications.
2. A demonstrated ability to communicate effectively with Aboriginal people including elder groups in the identified communities and to co-develop a restorative justice training program suitable to the Aboriginal community context.
3. Ability to develop and implement a community based program and to collaborate effectively with key stakeholders to support the program.
4. Ability to meet deadlines and work autonomously with limited supervision.
5. Commitment to NAAJA's Cultural Competency Framework 2017 – 2020.
6. An NT Driver's License or interstate equivalent.
7. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Desirable:

8. Demonstrated knowledge and experience in community legal education.
9. Knowledge of and/or experience working in media, film making, theatre or related.

***Please note: applicants for this position must be Aboriginal and/or Torres Strait Islander and address the selection criteria in their written application, which should be sent to [recruitment@naaja.org.au](mailto:recruitment@naaja.org.au)***

## **Basic Employment Conditions**

### **Position: Restorative Justice Program Officer (Identified Position)**

- 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:**  
PSO4.3 \$72,700 – PSO5.1 \$78,000
- 5) As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (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.