



## 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: SENIOR CIVIL SOLICITOR & PRACTICE AREA LEAD**

**LOCATION: DARWIN / KATHERINE / ALICE SPRINGS.**

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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.

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.

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

Aboriginal and Torres Strait Islander people are encouraged to apply.

#### REPORTING RELATIONSHIPS

The Senior Civil Solicitor will report to the Managing Civil Solicitor and the Regional Deputy Managing Civil Solicitors.

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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

10 Third Street  
PO Box 1944  
KATHERINE NT 0851  
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#### ALICE SPRINGS

55 Bath Street  
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Tel: 08 8950 9300  
Fax: 08 8953 0784

#### TENNANT CREEK

61 Patterson Street  
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### DUTIES

1. Provide advice to NAAJA clients on civil law issues. This includes conducting advice clinics in urban and remote areas.
2. Undertake litigation and other casework in civil law in accordance with NAAJA's priorities and guidelines as directed by the Managing Civil Solicitor and Deputy Managing Civil Solicitors.
3. Provide support to the Managing and Deputy Managing Civil Solicitors in guiding and advising NAAJA staff, training and induction of new and existing staff, the development and implementation of Civil Section policies and procedures.
4. In collaboration with a Deputy Managing Solicitor lead one of NAAJA civil law's three practise groups (Housing and Social Security, Police and Prison Accountability and Child Protection). Duties include, but are not limited to:
  - a. Leading high level litigation
  - b. Providing on going mentoring and supervision support to practise group members across all three offices
  - c. Providing an induction to all new solicitors, interns and staff on issues relating to the practise group
  - d. Chairing bi-monthly strategy meetings
  - e. Co-ordinating bi-annual CPD
  - f. Updating and maintaining precedent systems
  - g. Coordinating stakeholder relationships and developing advocacy strategies
5. Provide support to the Managing Civil Solicitor and Deputy Managing Civil Solicitors when required.
6. Provide support to the Darwin Katherine and Alice Springs offices as agreed with the Managing Civil Solicitor including but not limited to providing supervision support, attending remote trips and providing occasional presence in the regional offices.
7. Availability to travel to remote communities and stay overnight for up to 4 nights, to attend and conduct with remote civil advice clinics when required
8. Represent the Civil Section at internal meetings and represent the Civil Section and/or NAAJA at meetings with external agencies with a focus on the practise area agreed with the managing solicitor.
9. Attend team and staff meetings as required.
10. Identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory. Contribute to policy discussions and assist with the preparation of written submissions with a focus on the practise area agreed with the managing solicitor.
11. Liaise with other NAAJA staff, government officers and community-based organisations as required.
12. Provide reports about casework and other operations undertaken as required.
13. Other duties as required.

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### 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. 4+ 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. Proven ability to mentor and/or supervise legal and non-legal staff.
5. Ability to undertake overnight travel to, and to work in, all NAAJA Offices and remote Aboriginal communities.
6. 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.
7. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
8. Demonstrated ability to work constructively with a diverse team of legal and non-legal staff to achieve NAAJA's goals.
9. Well-developed time management skills including ability to meet deadlines and manage a diverse legal practice.
10. Ability to obtain a "Working with Children Clearance" (Ochre Card) upon commencement.
11. Current drivers licence.
12. 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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## North Australian Aboriginal Justice Agency

### Basic Employment Conditions

#### Position: SENIOR CIVIL SOLICITOR & PRACTICE AREA LEAD

- 1) **Probationary Period:**  
6 months
- 2) **Place of Employment:**  
Darwin / Katherine / Alice Springs
- 3) **Hours of Work:**  
37.5 hours per week, 8:00am - 4:30pm Monday to Friday
- 4) **Salary/Wages:**  
CiLO3.1 - \$85,779 per annum  
As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)
- 5) **Allowances:**  
Annual Airfare Entitlement payable per annum after 12 months qualifying service:
  - Darwin & Alice Springs - \$1,150
  - Katherine - \$1,350Remote Allowance:
  - Katherine & Alice Springs - \$3,300pa (pro rata if less than full time) paid on a fortnightly basis
- 6) **Superannuation:**  
As per the Commonwealth Superannuation Guarantee [Administration] Act 1992.
- 7) **Annual Leave:**  
6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.
- 8) **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.
- 9) **Personal / Carer's Leave:**  
15 days per annum.
- 10) **COVID-19 Mandatory Vaccination**  
Following the release of the Chief Health Officer's COVID-19 Directions (No. 55) 2021 effective 13 October 2021, workers who come into direct contact with vulnerable population groups including Aboriginal people are required to be vaccinated with an approved COVID-19 vaccine and show their employer evidence of their vaccination status. These workers must be fully vaccinated by 24 December 2021.

The only exception to these directions are workers who can provide evidence of a contradiction to all approved COVID-19 vaccines. The evidence required must be in the form of a medical certificate or a certificate issued by the Commonwealth.

It is a condition of your employment with NAAJA that you comply with the Chief Health Officer COVID-19 Directions (No. 55) 2021.

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### 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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