



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Bush Court Manager, Criminal Section

LOCATION: Darwin

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 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 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.

NAAJA has a proven track record of providing high quality representation to bush court clients. We have a Bush Court Manager in Alice Springs to ensure the smooth functioning of our bush court practice. There may be a second position given the size of the region.

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

REPORTING RELATIONSHIPS

The Bush Court Manager will report to the Managing Criminal Solicitor, Alice Springs or as otherwise directed by NAAJA.

GENERAL DESCRIPTION

The Bush Courts Manager plays an important leadership role in the section, working closely with the Practice Manager and Managing Criminal Solicitor. The Bush Court Manager ensures that the section provides high quality legal service to NAAJA's bush court clients, as well as maintaining a select practice.



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The role requires an experienced lawyer with a background in criminal law who has high-level organisational skills and an ability to form strong relationships with the Aboriginal communities .

KEY RESPONSIBILITIES

1. Ensure the efficient and effective operation of the bush courts practice.
2. Implement bush court rostering.
3. Allocate indictable files in the Bush Court Manager's regions, in consultation with the Managing Criminal Solicitor, Alice Springs.
4. Coordinate each circuit within the region for which the Bush Court Manager is responsible.
5. Develop strong relationships with the Aboriginal communities in the region for which the Bush Court Manager is responsible, including with other stakeholders and agencies in the region.
6. Represent NAAJA at policy and advocacy meetings, and inform NAAJA's policy and advocacy work generally with respect to the region for which the Bush Court Manager is responsible.

DUTIES

1. Co-ordinate NAAJA's bush court practice.
2. Oversee indictable file allocation in the Bush Court Manager's regions, in consultation with the Managing Criminal Solicitor, Alice Springs.
3. Provide high level legal advice and representation to Aboriginal people charged with criminal offences at bush courts.
4. In addition to their bush court practice, provide high level legal advice and representation to Aboriginal people charged with criminal offences at the Local Court and Supreme Court as required.
5. Ensure practice management systems (eg diary, roster, filing, CMS client database) are working effectively.
6. Support and promote the training and professional development of staff in the Criminal Law Section as well as effective knowledge and information management with respect to bush courts.
7. Participate in roster meetings and other meetings for the good management of the bush court practice.
8. Provide accurate statistics, information and reports on NAAJA's bush court practice to meet internal and external requirements as requested.
9. Represent NAAJA at external meetings and in public forums as required.



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10. Other duties as reasonably 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 people in the criminal justice system and a demonstrated empathy and sensitivity to Aboriginal people, history and culture.
3. Experience in criminal law, including in bush courts.
4. Superior time management and organisational skills.
5. Excellent communication skills, including the ability to communicate effectively with Aboriginal people living in remote parts of the Northern Territory.
6. Ability to work constructively with a diverse team of legal and non-legal staff to achieve the goals of the position.
7. Current NT Driver's Licence.
8. Ability to obtain a Working with Children Clearance (Ochre Card).
9. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.