



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: MANAGING CIVIL LAWYER

LOCATION: DARWIN

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.

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 Managing Civil Lawyer reports to the Principal Legal Officer.

DUTIES

1. To assist the Chief Executive Officer and Principal Legal Officer in obtaining, coordinating and effectively using resources in servicing the Civil Law section.
 2. To ensure the efficient, effective, culturally appropriate and trauma informed provision of civil law services to Aboriginal and Torres Strait Islander people in the Northern Territory.
 3. To lead a diverse team of legal and non legal staff in the Darwin, Katherine, Tennant Creek and Alice Springs offices, including through providing an ethical and supportive environment.
 4. Directly supervise legal staff including effective performance management.
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HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100
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KATHERINE

10 Third Street
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ALICE SPRINGS

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5. Provide high quality advice on civil law issues to clients and internally to the Principal Legal Officer as required.
6. Identify issues that cause disadvantage to Aboriginal and Torres Strait Islander people in the civil justice system and to assist NAAJA through the Principal Legal Officer to respond to those issues through strategic casework (including litigation), advocacy and law reform.
7. Work co-operatively as part of a team to help achieve the goals identified in NAAJA's Strategic Plan, including through work with NAAJA's Criminal, Law and Justice and Throughcare Managers.
8. Represent NAAJA externally as required and build strong relationships with NAAJA's key stakeholders.
9. Participate in all Management, staff and team meetings as required.
10. Other duties as directed.

SELECTION CRITERIA

ESSENTIAL:

1. Admission (or eligibility for admission) as a legal practitioner in the Northern Territory with a minimum of 5 years post-admission experience in civil law.
2. Demonstrated ability as a manager of staff and resources in a complex legal environment including leadership skills of a high standard.
3. Experience in the development, maintenance and review of effective office and risk management systems in the context of a legal practice.
4. Demonstrated ability to effectively supervise the provision of legal services to the highest professional and ethical standards.
5. Substantial legal experience (including litigation), ideally with sound knowledge in some or all of the following areas of law:
 - a. discrimination and equal opportunity
 - b. child protection
 - c. administrative law
 - d. tenancy
 - e. consumer protection including consumer credit
 - f. tort including intentional torts
6. Excellent communication skills, including the ability to communicate effectively with Aboriginal and Torres Strait Islander people living in the Northern Territory.
7. Good time management and organisational skills including demonstrated capacity to perform under pressure and ability to effectively handle high volume workloads within tight deadlines.
8. Ability to identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory through community consultation and analysis of the casework experience of NAAJA and other agencies.
9. An understanding of the underlying issues giving rise to the disadvantages experienced by Aboriginal and Torres Strait Islander people in the justice system, including a demonstrated understanding and sensitivity to Aboriginal and Torres Strait Islander people and their history and culture.
10. Ability and willingness to travel to and work in the regional areas serviced by NAAJA.
11. Current Drivers Licence.

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12. Ability to obtain a satisfactory "Working with Children Clearance" (Ochre Card) upon commencement.
13. Ability to obtain a 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, which should be sent to Recruitment@naaja.org.au

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Basic Employment Conditions

Position: MANAGING CIVIL LAWYER

- 1) Probationary Period:**
6 months
- 2) Place of Employment:**
Darwin or Alice Springs
- 3) Hours of Work:**
37.5 hours per week, 8:00am - 4:30pm Monday to Friday
- 4) Salary/Wages:**
EO4.1 \$172,269 to EO4.3 - \$186,527 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 and Alice Springs \$1,150
Remote Allowance – Alice Springs & Katherine - \$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) Other:**
 - 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

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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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