**Job Description**

**Senior Criminal Solicitor**

**Location: Alice Springs/Katherine with Remote Travel**

**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.

**REPORTING RELATIONSHIPS**   
The Senior Criminal Solicitor will report to the Regional Managing Solicitor for Central Australia.

**GENERAL DESCRIPTION**   
The Senior Criminal Solicitor will have a minimum of 5 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.

**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 indictable matters in the Supreme Court including trials and appeals.
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.
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.
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. Ability to obtain a satisfactory “Working with Children Clearance” (Ochre Card) upon commencement.
12. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.