

POSITION DESCRIPTION

SENIOR LEGAL OFFICER

CENTRAL AUSTRALIAN ABORIGINAL FAMILY LEGAL UNIT

ABORIGINAL CORPORATION

TITLE	CLASSIFICATION	BRANCH/LOCATION
SENIOR LEGAL OFFICER	LEGAL (CAAFUAC EBA)	ALICE SPRINGS
RESPONSIBLE TO	SUBORDINATES	POSITION REVIEW
PRINCIPAL LEGAL OFFICER / CHIEF EXECUTIVE OFFICER	2-3 LEGAL OFFICERS	ANNUALLY

ABOUT CAAFLUAC:

The Central Australian Aboriginal Family Legal Unit Aboriginal Corporation (CAAFUAC) is a community legal centre providing free legal advice, representation, counselling, court support and referrals to Aboriginal victims of domestic and family violence in Yuendumu, Papunya, Hermannsburg, Alice Springs, Tennant Creek and Elliott.

As well as the provision of front-line legal services, CAAFLUAC undertakes early intervention, prevention and community legal education around domestic violence issues within our targeted areas.

Wherever possible, CAAFLUAC also undertakes law and policy reform work on systemic issues affecting our clients.

PRIMARY RESPONSIBILITIES:

1. Support the Principal Legal Officer in the management of the legal practice;
2. Provide high quality, culturally appropriate, timely and accurate legal advice, representation and referral to Aboriginal victims of domestic and family violence in legal matters including but not limited to Family Law, Child Protection, Victims of Crime Compensation and Domestic Violence Orders, in line with operational and risk management guidelines;
3. Provide leadership, supervision, mentoring and support to legal officers;

4. Regularly evaluate legal processes, policies and procedures and implement improvements in consultation with the Principal Legal Officer and Chief Executive Officer;
5. Identify, contribute to and participate in community legal education, early intervention/prevention, community development and law reform and submission activities around domestic and family violence;
6. Travel to regional courts and remote communities may be required.

OTHER RESPONSIBILITIES:

1. Ensure effective communication and links with target Aboriginal communities, groups, agencies, departments and organisations.
2. Attend and participate in existing networks and forums for addressing family violence and sexual assault.
3. Liaise and establish networks with stakeholders and relevant Central Australian service providers that provide services or programs regarding family violence and sexual assault.
4. Collect statistical information and contribute to half-yearly reports to the funding body.
5. Undertake other duties related to the running of CAAFLUAC including administrative tasks such as filing, typing own letters and documents, answering telephone and providing general information about CAAFLUAC.
6. Comply with OHS and Equal Opportunity policies, procedures and requirements.
7. Any other relevant duties as required or delegated.

DUTY STATEMENT
SENIOR LEGAL OFFICER

LEGAL

1. Assess applications for legal assistance and provide legal advice and representation to Aboriginal victims of family violence in matters of law regarding family violence, sexual assault and related law including:
2. Interview clients, take instructions, prepare and file any necessary documentation.
3. Research and prepare the client's case ensuring the client is kept informed in a timely and appropriate manner.
4. Maintain a written record of client counsel, instruction and action.
5. Assess evidence and evaluate the strength of a client's case.
6. Conduct negotiations and seek out any appropriate alternative dispute resolution.
7. Appear in relevant jurisdictions including but not limited to the Local Court of the Northern Territory (within the Domestic Violence and Child Protection jurisdictions), the NT Civil and Administrative Tribunal and the Federal Circuit Court.
8. Travel to regional courts and remote communities, as and when required, to provide legal advice and representation.
9. Maintain professional knowledge of the law to enable provision of high quality advice, referral, guidance and advocacy to clients, including participation in all relevant meetings, training and programs.
10. Have a thorough understanding of the FVPLS Operational Framework, CAAFLUAC policies and procedures and casework guidelines, and operate in accordance with these documents at all times.
11. Undertake required Continuing Professional Development (CPD).

OTHER:

1. Advocacy for victims of family violence and sexual assault on an individual basis through counselling, referral and other available options.

2. Participate in the development and delivery of educational programs about family violence, sexual assault and related issues in Alice Springs and remote target communities in collaboration with other staff including the community legal education officers.
3. Participate in the development of policy and law reform relating to family violence, sexual assault and related issues.
4. Travel to remote target communities throughout Central Australia to assist to develop strategies concerning family domestic violence and sexual assault issues.
5. Consult and support community initiatives to reduce in the incidence of family violence and sexual assault in the Indigenous Community.
6. Liaise with relevant government departments, private and community sector bodies and experts.
7. Maintain and promote links with other organisations providing services to victims of family violence and sexual assault.
8. Prepare submissions, articles and reports for submission to external agencies and or presentation at conferences and public forums.
9. Act in a professional manner with integrity according to the legal code of ethics, upholding the philosophies and policies of CAAFLUAC.
10. Adhere to the principles of EEO, OH&S, access & Equity and other relevant CAAFLUAC policies and procedures to ensure a safe and effective working environment.
11. Attend and participate in both internal and external meetings as required.
12. Other duties as delegated by the Chief Executive Officer or Principal Legal Officer.

SELECTION CRITERIA
SENIOR LEGAL OFFICER

ESSENTIAL:

1. Hold or be eligible to hold an Unrestricted Practising Certificate in the Northern Territory.
2. At least four (4) years' legal practice experience, including well developed technical ability to provide legal assistance in one or more of the following areas of law: Family Law, Child Protection, Domestic and Family Violence Orders and Victims of Crime Assistance.
3. Demonstrated experience in complex case work in Child Protection, Family Law or Family Violence and ability to meet the complex legal needs of Indigenous clients.
4. Experience providing supportive and constructive mentoring and supervision to legal staff including junior lawyers, paralegals and volunteers, in accordance with relevant professional practice standards.
5. Knowledge of current legal issues affecting disadvantaged people in the NT and the provision of legal services in the NT.
6. Excellent oral and written communication skills, including the ability to communicate with Indigenous people and the use of interpreters.
7. Good understanding of the organisation and management of legal practice, well developed time management skills and the ability to manage client matters and meet deadlines.
8. Current Australian Driver Licence.

DESIRABLE:

1. Familiarity with legal issues impacting on people living in rural, remote and regional areas of the Northern Territory, including people living in rural, remote Indigenous communities.
2. Demonstrate computer literacy.
3. Experience working with victims affected by family or domestic violence.
4. Ability to participate in the design and delivery of Community Legal Education programs and to participate in research and undertake policy work.