



TOP END WOMEN'S LEGAL SERVICE INC.

FREE LEGAL ADVICE FOR WOMEN

Advice | Information | Referral | Advocacy

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POSITION DESCRIPTION & SELECTION CRITERIA MANAGING SOLICITOR 12-MONTH CONTRACT FOR SERVICE TOP END WOMEN'S LEGAL SERVICE INC. (TEWLS)

Position Title	Managing Solicitor - 5+ years PAE in civil or family law
Location	Darwin
Salary	Remuneration commensurate with experience. Salary sacrificing is available. Employment conditions as per the Social, and Community Services Industry Award 2010 (SCHCADS).
Hours	Full-time
Contact Officer	Vanessa Lethlean, Managing Solicitor
Application Closing	Monday 5 April 2021, 11:59pm.

TEWLS

TEWLS is a high achieving not for profit specialist women's legal service providing free legal services for women in the Top End of the Northern Territory. Our purpose is to advocate to achieve justice for women, to promote women's human rights, and to redress inequalities experienced by women.

As a small collegiate team of 5, with 3 additional project positions, the service provides high quality, holistic and culturally secure legal advice, casework and representation, community legal education, and advocacy in the areas of civil and family law.

TEWLS client base includes Aboriginal and Torres Strait Islander Women, women from culturally and linguistically diverse backgrounds, and women in prison. Current service locations to the Greater Darwin Region include two urban sites, 6 Indigenous communities, 4 women's shelters, Darwin Correctional Centre, and multiple Cultural and Linguistically Diverse sites.

Further details of TEWLS work can be accessed at www.tewls.org.au

Further details about the fabulous NT can be accessed at <https://www.tourismtopend.com.au/>

THE POSITION

We are seeking applications from solicitors who wish to join our dynamic service team to value add strategic leadership and progressive vision on women's issues at client, community, service and systems levels, in conjunction with the management committee.

POSITION DESCRIPTION

The Managing Solicitor reports to the Management Committee, and will:

1. Coordinate the day to day operations of TEWLS.
2. Report to the Management Committee and receive direction on the operations of TEWLS.
3. Supervise and induct TEWLS staff and volunteers, in both their legal and non-legal work. Ensure that staff receive the training they require, in particular that legal staff meet their professional development training requirements.
4. Oversee the financial accounts of TEWLS and ensure that appropriate reports are provided to funding bodies and the Management Committee.
5. Along with other staff members, provide referrals, legal advice and representation to women in the Top End, and in particular at Darwin Correctional Centre.
6. Identify further opportunities to provide legal advice and assistance to women and, in particular, targeted groups of women in the Top End.
7. Along with other staff members, identify issues of concern to women in the Top End, and conduct law reform activities and advocacy around these issues.
8. Along with other staff, develop and deliver community legal education programs and materials.
9. Along with other staff, attend network meetings, conferences and forums as and when required.
10. Liaise with other service providers to ensure that appropriate services are being provided and to engage in law reform and community education activities.
11. Undertake other duties as the need arises for the running of TEWLS, including administrative tasks such as filing, data entry and answering telephones.

Selection criteria

Please address the selection criteria in your application:

Selection Criteria Essential

1. Hold or eligible to hold an unrestricted Practising Certificate in the Northern Territory, with 5 years PAE in civil and or family law.

2. An understanding of the issues facing women in the NT, particularly Aboriginal and Torres Strait Islander and culturally and linguistically diverse (CALD) women and women in prison.

3. A commitment to promoting the interests of women.

4. A demonstrated ability to manage a small team which will include solicitors, project officers and general administrative staff.

5. Ability to work effectively with a management committee.

6. Knowledge of budgeting and financial management of an organisation.

7. A demonstrated ability to provide high quality legal information, advice, casework and litigation services.

8. High level verbal and written communication skills.

9. An ability to communicate with women from a range of backgrounds, including Aboriginal and Torres Strait Islander and culturally and linguistically diverse women.

10. Demonstrated ability to deal with confidential and sensitive issues with discretion and integrity.

11. Demonstrated experience in managing a legal practise, with law reform and community legal education activities.

12. Holder of a current driver's licence.

13. Experience in using computers, and a willingness to perform administrative duties.

14. Ability to provide a National Criminal History Check and obtain a Northern Territory Ochre Card or already have these.