

# POSITION DESCRIPTION



<b>Position Title</b>	Paralegal	<b>Salary</b>	Based on NT Social, Community, Home Care and Disability Services Industry Award Grade 4
<b>Team</b>	General Legal Service	<b>Conditions</b>	DCLS Enterprise Agreement 2012
<b>Reports to</b>	Principal Solicitor	<b>Employment type</b>	Fulltime 37.5 hours per week
<b>Direct reports</b>	Principal Solicitor	<b>Duration</b>	1 year contract period with possibility of extension dependent on funding

## About DCLS

Darwin Community Legal Services (DCLS) is located Larrakia country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and we acknowledge Traditional Owners of lands throughout the Northern Territory. We pay our respects to Elders past, present and emerging.

**DCLS** is a free, confidential multi-disciplinary, community legal service which provides legal help, support and advocacy to help people ensure their rights. Some of our services are focused on Darwin or the Top End, and some are Territory wide.

With over 60 volunteers contributing via our night-time and Saturday legal advice services, over 25 staff and 30 years of operation, DCLS has a long history of being a striving collaboration for positive change. Our legal help and support teams, which consist of the General Legal Team, Tenancy Advice Service and Seniors Rights and Advocacy Service, are located together enabling integrated client support.

In all we do, we work to empower our diverse communities to access to services and support.

We work to promote awareness and understanding, and we advocate and collaborate for change that promotes fairness and justice.

## About this role

The Paralegal will work in the General Legal Service team and with other DCLS staff to provide paralegal support. The position provides an opportunity to be part of an important and responsive community service and to engage with a broad cross-section of the community.

The Paralegal is responsible to the Principal Solicitor.

## Key duties and responsibilities

### Paralegal

# POSITION DESCRIPTION



- Assist with client legal matters under supervision including legal research, client liaison, logistical and administrative assistance on client matters
- Prepare drafts of material related to client matters
- Assist in taking instructions from clients
- Assist generally in record keeping and management of client records
- Other tasks as directed by the Principal Solicitor from time to time

## **Community Legal Education**

- Work with other staff to develop and maintain resources for community legal education.
- Work with other staff to design and deliver community legal education in tenancy law.

## **Law Reform**

- Research and logistical assistance in relation to law reform activities
- Assistance with arrangements related to community participation

## **Accountabilities**

- Work to a professional standard of efficiency, accuracy, and responsiveness
- Comply with DCLS policies and procedures
- Work as a member of the team and assist in tasks shared by other staff.
- Attend and participate in team, casework and/or staff meetings
- Report to the Principal Solicitor as directed

## **Values**

We are a hard-working and passionate community organisation, and we seek staff who share our values and culture.

You will:

- Show initiative and be able to work autonomously and be a team player
- Be self-motivated and have a “can do” approach
- Be committed to ethical standards
- Be adaptable and flexible, and
- Have a passion for making a difference within the organisation and the wider community.

## **Selection criteria**

### **Essential**

1. Demonstrated commitment to social justice and human rights
2. Awareness and understanding of access and equity principles
3. Well-developed oral and written communication skills and the ability to present information clearly and concisely.
4. A background in law, legal practice or law related contexts as a student or in other ways
5. Demonstrated legal research skills
5. Strong time management skills and ability to prioritise competing demands

# POSITION DESCRIPTION



6. Well-developed interpersonal skills, including conflict resolution skills and the ability to work well within a team environment
7. Demonstrated ability to work independently, take initiative, accept responsibility, and meet deadlines and outcomes with quality output
8. Excellent computer skills.
9. Willingness to travel away from Darwin for short periods.
10. Hold current NT Driver's License
11. Hold a current working with Children's Card (Ochre Card)
12. Hold a current national Police Clearance certificate

## **Desirable**

1. Experience working in a community-based organisation
2. Experience in developing and delivering community education and training

## **Salary and other benefits**

Current Fulltime equivalent salary range of \$73,935.03 - \$79,548.11 depending on skills and experience. DCLS pays above award wages and salary packaging is available. Superannuation 10%, 6 week's annual leave (or pro-rata), and generous conditions as per DCLS Enterprise Agreement apply including flexible working and time in lieu. DCLS is an equal opportunity employer.