



POSITION DESCRIPTION

Position Title	Managing Solicitor
Location	Katherine Office
SCHADS Award Level	Classification Level 5 or 6 (depending on experience)
Remuneration	Salary \$84,849.44 to \$96,804.24 (value of salary package \$94,620 to \$103,203 dependent on personal circumstances - as a Public Benevolent Institution (PBI) NAAFLS can offer up to \$15,899 per annum of the salary, Tax-free as a fringe benefit (conditions apply)).
Hours of work	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
Employment Type	Full-time ongoing position (<i>subject to funding</i>)
Superannuation	10.0%
Leave Entitlement	6 weeks per annum plus 17.5% leave loading
Reports To	Principal Lawyer
Closing Date	4 February 2022
Information for Applicants	Email applications including a one-page summary sheet outlining how you meet the selection criteria and your current resume/cv to hr@naafls.com.au
Additional Information	HR & Operations Manager on 08 8923 8200 or email hr@naafls.com.au

Key Duties and Responsibilities:

1. Provide high level culturally appropriate legal assistance and advice to Aboriginal and Torres Strait Islander People in matters of law primarily Family Law, Family Violence and Child Protection.
2. Maintain accurate legal client files and timely data entry using NAAFLS' electronic file management and statistical information systems.
3. Assist in management of legal practice including supervision of any other Solicitors working within the unit. This includes mentoring and training of Solicitors, Volunteers and Paralegals working in the Legal Team.
4. Assist with the day to day management of the Katherine office.
5. Assist with the management of a Legal Practice and to engage as acting PL as required.
6. In conjunction with the PL, CEO, other Managers and Staff, develop and provide educational programs regarding family violence and related issues, to be delivered at schools, community, special interest groups and stakeholders, including workshops, informal talks, publications and pamphlets.
7. Prepare submissions, articles and reports for presentation at conferences and public forums as required.
8. Undertake other duties as directed by the Principal Lawyer or CEO.

Selection Criteria:

1. Hold, or are eligible for, an unrestricted practising certificate in the Northern Territory, with a minimum of 3 years' post admission experience.
2. Proven ability to provide legal advice and assistance on complex legal issues relating to domestic and family violence, family law, crimes compensation, child protection and other areas of law offered by NAAFLS.
3. Demonstrate capacity to provide accessible and culturally sensitive legal advice, and to understand the needs of culturally diverse clients, in particular in relation to Indigenous victims of family violence living in remote community settings.
4. Demonstrate excellent written, oral and interpersonal communication skills including negotiation and conflict resolution skills and maintain confidentiality provisions.
5. Display a high level attention to detail and demonstrated ability to work with an electronic records management system and enter accurate and timely data and use a range of computer programs.

6. Ability to perform as a reliable, productive and constructive team member in multi-disciplinary team environment.
7. Possess excellent interpersonal, oral and written communication skills including experience with data collection and report writing.
8. Available to undertake overnight travel to remote communities as required.
9. Possess a Working With Children Clearance (WWCC) and undergo a Criminal History Check (or the ability to obtain).
10. Possess a current 'C' Class NT Drivers Licence.