



## North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email [mail@naaja.org.au](mailto:mail@naaja.org.au)

### Duty Statement

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**POSITION:** PROJECT SUPPORT AND COMMUNICATIONS OFFICER  
(Position identified for an Aboriginal and/or Torres Strait Islander person)  
**FIXED-TERM CONTRACT TO 30 JUNE 2023**

**LOCATION:** DARWIN

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#### POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal services for Indigenous people in the Northern Territory with offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs.

We are recognised as a leading Australian legal service and have received both national and Northern Territory human rights awards for our work. We are committed to providing quality representation for our clients and bringing about long term change in the justice system.

NAAJA is seeking a Project Support and Communications Officer to join the Community Legal Education (CLE) team.

NAAJA's CLE work builds on many years of developed practice and expertise. The program aims to increase Aboriginal Territorians' confidence and ability to navigate and influence the mainstream legal system. We take a community development approach to CLE and work collaboratively with community members to identify local needs, deliver CLE tailored to these needs, and build community capacity. Both our urban and remote legal education sessions are informed by principles of adult and Aboriginal learning styles and two-way learning exchanges, and our meaningful commitment to developing cultural competency.

This position will serve a key role managing NAAJA's social media accounts and drawing on the stories and news shared across the organisation. The role will also involve creating legal education and other content for NAAJA's social media and other media outlets including visual, audio and video content. The role will provide administrative and project officer support for the CLE team as it relates to coordination of travel and other administrative tasks.

This position will suit someone who has a high level of motivation, energy and commitment to professional excellence. There will be a level of independence and autonomy with this work and a need to collaborate effectively with a diverse team and with external stakeholders and organisations. The

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position is full time and will be based in Darwin. The salary level will be negotiated and will be commensurate with the knowledge, skills and experience of the selected applicant.

**This position is identified for an Aboriginal and/or Torres Strait Islander person, and is intended to constitute a special measure under section 8 (1) of the *Racial Discrimination Act 1975 (Cth)*, and section 57 of the *Anti-Discrimination Act 1996 (NT)*.**

### REPORTING RELATIONSHIPS

The Project Support and Communications Officer reports to the Coordinator, Community Legal Education (Darwin).

### DUTIES

1. Prepare CLE publications and multimedia, including coordinating content development and distribution.
2. Coordinate NAAJA's social media platforms.
3. Assist with administration duties for the Law and Justice section in the Top End (primarily in relation to travel arrangements for CLE staff who travel extensively across the Top End).
4. Contribute to the effective project management of CLE projects, including by collaborating with other agencies and organisations and contributing to funding reports.
5. On occasion, the role may also involve CLE delivery in urban or remote settings and undertake travel to remote Aboriginal communities to deliver CLE.
6. Other duties as reasonably directed.

### SELECTION CRITERIA

#### Essential:

1. Demonstrated ability to communicate effectively with Aboriginal people from Top End communities, including demonstrated experience in cross-cultural communication
2. Demonstrated ability to coordinate online social media communications for programs and services across multiple formats.
3. Understanding of the civil and criminal justice systems in the Northern Territory.
4. Ability to work constructively with a diverse team of legal and non-legal staff.
5. Ability to meet deadlines and work autonomously with limited supervision.
6. Demonstrated skills or experience in office administration.
7. NT Driver's License or interstate equivalent.
8. Ability to obtain a satisfactory "Working With Children Clearance" (Ochre Card) upon commencement.
9. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

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**Desirable:**

1. Demonstrated knowledge and experience in community legal education.
2. Studying law or a strong interest to study law at university or admission (or eligibility for admission) as a legal practitioner in the Northern Territory.
3. Experience or skills in film, audio, and other media production.

***Please note: Applicants for this position must address the selection criteria in their written application, which should be sent to [Recruitment@naaja.org.au](mailto:Recruitment@naaja.org.au)***

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### Basic Employment Conditions

#### Position: PROJECT SUPPORT AND COMMUNICATIONS OFFICER

- 1) **Probationary Period:**  
6 months
- 2) **Place of Employment:**  
Darwin
- 3) **Hours of Work:**  
37.5 hours per week, 8:00am - 4:30pm Monday to Friday
- 4) **Salary/Wages:**  
PSO3.1 \$68,769 – PSO4.1 \$77,210 per annum, dependent on experience  
As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)
- 5) **Allowances:**  
Annual Airfare Entitlement payable per annum after 12 months qualifying service  
Darwin \$1,150
- 6) **Superannuation:**  
As per the Commonwealth Superannuation Guarantee [Administration] Act 1992.
- 7) **Annual Leave:**  
6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.
- 8) **Long Service Leave:**  
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 9) **Personal / Carer's Leave:**  
15 days per annum.
- 10) **COVID-19 Mandatory Vaccination**  
Following the release of the Chief Health Officer's COVID-19 Directions (No. 52) 2022, workers who come into direct contact with vulnerable population groups including Aboriginal people must have received 3 doses of an approved COVID-19 vaccine and show their employer evidence of their vaccination status by 21 April 2022.

The only exception to these directions are workers who can provide evidence of a contradiction to all approved COVID-19 vaccines. The evidence required must be in the form of a medical certificate or a certificate issued by the Commonwealth.

It is a condition of your employment with NAAJA that you comply with the Chief Health Officer COVID-19 Directions (No. 52) 2022.

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### 11) Other:

- Where a Legal Practising Certificate is required, evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
- Satisfactory Working With Children Clearance Check on commencement
- Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

### Disqualification and conviction of serious offences

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.

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