



## POSITION DESCRIPTION

<b>Position Title</b>	Solicitor – Darwin Office
<b>Location</b>	Darwin
<b>SCHADS Award Level</b>	Classification Level 3/4 to Level 5 ( <i>dependent on experience</i> )
<b>Remuneration</b>	Salary \$72,124.52 to \$88,757.76 (value of salary package \$81,896 to \$98,528) 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).
<b>Hours of work</b>	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
<b>Employment Type</b>	Full-time ongoing position ( <i>subject to funding</i> )
<b>Superannuation</b>	10.5%
<b>Leave Entitlement</b>	6 weeks per annum plus 17.5% leave loading
<b>Reports To</b>	Principal Lawyer
<b>Closing Date</b>	28 October 2022
<b>Information for Applicants</b>	Email applications including a one-page summary sheet outlining how you meet the selection criteria and your current resume/cv to <a href="mailto:hr@naafls.com.au">hr@naafls.com.au</a>
<b>Additional Information</b>	HR & Operations Manager on 08 8923 8200 or email <a href="mailto:hr@naafls.com.au">hr@naafls.com.au</a>

### **Key Duties and Responsibilities:**

1. Provide 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. Participate in the development and delivery of community legal education programs in respect to domestic and family violence and other areas relevant to our service delivery.
4. Contribute to the ongoing development and maintenance of processes and procedures to ensure consistent and accurate services to clients.
5. Prepare submissions, articles and reports for presentation at conferences and public forums as required.
6. Undertake other duties as directed by the Principal Lawyer or CEO.

### **Selection Criteria:**

1. Hold, or are eligible for a restricted or unrestricted practising certificate in the Northern Territory.
2. Demonstrated capacity to provide an accessible and culturally sensitive legal service, and to understand the needs of culturally diverse clients, particularly in relation to Indigenous to victims of family violence living in remote community settings.
3. Demonstrate excellent written, oral and interpersonal communication skills including negotiation and conflict resolution skills and maintain confidentiality provisions.
4. A sound understanding of the litigation and dispute resolution processes relevant to Family Law, domestic violence orders, crimes compensation, child protection and other areas of law.
5. 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. Demonstrated ability to perform as a reliable, productive and constructive team member in multi-cultural workplace.
7. Availability to undertake overnight travel to remote communities as required.
8. Ability to obtain a Working With Children Clearance (WWCC) and undergo a Criminal History Check.
9. Possess a current 'C' Class NT Drivers Licence.