



POSITION DESCRIPTION

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| Position Title | Solicitor |
| Location | Darwin |

ABOUT NAAFLS

NAAFLS is an Aboriginal Community Controlled Organisation (ACCO) and independent Family Violence Prevention Legal Service (FVPLS).

We are the only victim-based Aboriginal legal service in remote communities in the Top End region of the NT.

We have offices in Darwin (Larrakia land), Katherine (Jawoyn, Dagoman and Wardaman land) and Nhulunbuy (Yolngu land), and service over 40 remote communities within the Top End region spanning from the Tiwi Islands down to Lajamanu, Wadeye across to Borroloola. We provide culturally sensitive legal advice, assistance, representation, and support to Aboriginal and Torres Strait Islander people in Top End communities who have experienced domestic, family, and sexual violence.

We offer the unique opportunity to work collaboratively alongside client support officers and case workers, which are Aboriginal and Torres Strait Islander identified roles, to ensure that our service is culturally safe and holistic.

This holistic and culturally appropriate model of service sets us apart; seeking practical community-based solutions to the most complex legal problems.

Our primary practice areas are family law, child protection, and domestic violence; though we frequently intervene in coronial inquiries, parliamentary inquiries, and other administrative or criminal proceedings as required.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

KEY 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. Ensure 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. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
7. Undertake other duties as directed by the PLO or CEO.

DUTIES

1. Work within NAAFLS service delivery model to provide culturally appropriate legal assistance and advice to Aboriginal and/or Torres Strait Islander People.
2. Build and maintain relationships with stakeholders in communities.
3. Maintain accurate legal client files and timely data entry.
4. Identify and present meaningful Community Legal Education topics on community trips, developed in conjunction with the CLE Officer.
5. Participate in file review meetings.

6. In partnership with the Case Work team, participate in pre-trip meetings prior to all community travel.
7. Adhere to NAAFLS policies and procedures.
8. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
9. Participate in all staff and team meetings as required.
10. Undertake training/professional development in consultation with the PLO.
11. Maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures
12. Undertake other duties as reasonably directed.

SELECTION CRITERIA

1. Hold, or are eligible for a restricted or unrestricted practising certificate in the Northern Territory, with post admission experience in Family Law.
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, up to two trips of 2-4 days per month.
8. Must obtain a Working With Children Clearance (WWCC) and a clear Criminal History Check.
9. Possess a current 'C' Class NT Drivers Licence.

TO APPLY

Submit a one-page summary sheet outlining how you meet the selection criteria accompanied by your current resume/cv to hr@naafls.com.au

Please note - shortlisting for this position will commence immediately. You are encouraged to apply promptly as applications close when suitable applicants are obtained.



EMPLOYMENT CONDITIONS

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| Position Title | Solicitor |
| Location of Employment | Darwin |
| Reports To | Principal Legal Officer |
| Probationary Period | 6 months |
| Employment Type | Full-time ongoing position <i>(subject to funding)</i> |
| Hours of work | Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm |
| SCHADS Award Level | Classification Level 5 to 7 <i>(dependent on experience)</i> |
| Remuneration | Salary \$97,377.80 to \$119,871.96 per annum |
| Salary Packaging | Equivalent salary range with packaging approx. \$106,439 to \$129,593 per annum <i>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).</i> |
| Superannuation | 11.5% |
| Leave Entitlement | 6 weeks per annum plus 17.5% leave loading |
| Personal/Carer's leave | 15 days per annum |
| Equipment supplied | <ul style="list-style-type: none"> • Laptop • iPhone • Uniforms |
| Additional benefits | <ul style="list-style-type: none"> • Time off in Lieu of Overtime • Travel Allowance • Annual individual training budget • Paid parental leave applicable to Primary or Secondary Carer <i>(6 weeks' paid after 12 months service)</i> • Study Leave • Defence Leave |
| Mandatory employment requirements | <ul style="list-style-type: none"> • Evidence of a current Australian Legal Practising Certificate or eligibility to obtain one • Obtain a working with children clearance (WWCC) • Obtain a clear Criminal History Check • Possess a current 'C' Class NT Drivers Licence |
| Conditions of Employment | <ul style="list-style-type: none"> • Social, Community, Home Care and Disability Services Industry Award 2010 • National Employment Standards • Fair Work Act |