



## POSITION DESCRIPTION

<b>Position Title</b>	Solicitor
<b>Location</b>	Darwin, Katherine or Nhulunbuy

## ABOUT NAAFLS

NAAFLS is a non-government Aboriginal Corporation providing legal advice, representation and community legal education to Aboriginal people living in Communities and small towns across the Top End of the NT. We provide advice and representation to victims of Domestic Violence, including Family Law clients and support to victims who are the subject of Child Protection Applications or Orders and Victims of Crime Compensation Claims

NAAFLS has offices in Darwin, Katherine and Nhulunbuy and assists clients in over 44 remote communities. Regular travel to these communities is predominantly in line with the Darwin, Katherine, Northeast Arnhem Court Circuit calendars and requires our team to stay overnight on community for up to two trips of 2-4 days per month.

## SERVICE DELIVERY MODEL (ESSENTIAL TO ROLE)

NAAFLS operates a bicultural, integrated service delivery model, where Solicitors work in partnership with Aboriginal Case Workers to provide holistic, culturally safe and client-centred services.

This model recognises that:

- Legal expertise and cultural knowledge are equally critical to effective service delivery
- Client outcomes are strengthened through collaborative, team-based practice
- Services must be trauma-informed, culturally safe and responsive to community context

The Solicitor is responsible for delivering high-quality legal services within this partnership model, and for working respectfully and effectively with Aboriginal colleagues and communities. Teams consist of a Solicitor and Case Worker who provide a wraparound holistic service to our clients to ensure they are fully supported through their journey.

## KEY RESPONSIBILITIES

1. Bicultural and Integrated Legal Practice
  - Deliver high-quality legal advice, casework and representation in active partnership with Case Workers
  - Ensure legal strategies are informed by cultural context, client needs and safety considerations
  - Contribute to a holistic, client-centred approach that integrates legal and non-legal supports.
2. Legal Practice Excellence
  - Provide accurate, timely and ethical legal advice and representation across family law, domestic violence, child protection and related areas
  - Prepare court documents, submissions and evidence to a high professional standard
  - Maintain responsibility for legal decision-making and professional obligations under the supervision delegations
3. Supervision, Governance and Accountability
  - Work within NAAFLS' legal supervision framework, including file reviews, sign-off requirements and escalation processes
  - Identify and appropriately manage legal risk, including seeking guidance where required
  - Ensure compliance with professional standards, organisational policies and funding obligations.
4. Community Engagement and Cultural Safety
  - Participate in community visits and court circuits, working respectfully within local cultural protocols
  - Support the development and delivery of culturally relevant Community Legal Education (CLE) in partnership with Case Workers
  - Build and maintain respectful relationships with clients, communities and stakeholders.

5. Systems, Compliance and Continuous Improvement
  - Maintain accurate, timely and compliant client files and data records
  - Contribute to the development and improvement of legal practice systems, policies and procedures
  - Support consistent, high-quality service delivery across the organisation
  - Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
6. Professional Development and Reflective Practice
  - Engage in ongoing legal and cultural professional development
  - Participate in supervision and reflective practice to strengthen service delivery
  - Actively contribute to a workplace culture aligned with organisational values.
7. Undertake other duties as directed by the PLO or CEO.

## DUTIES

1. Bicultural and Team-Based Practice
  - Work in genuine partnership with Case Workers, including shared planning, decision-making and client engagement
  - Recognise and respect the role of cultural knowledge and community relationships in service delivery
  - Prepare for and undertake community trips collaboratively.
2. Legal Practice and Professional Standards
  - Conduct legal advice sessions, casework and representation
  - Draft legal documents, affidavits, submissions and correspondence
  - Manage files in accordance with legal and organisational requirements
  - Participate in regular file reviews and supervision processes.
3. Client-Centred and Trauma-Informed Practice
  - Deliver services in a way that promotes client safety, dignity and understanding
  - Adapt communication to meet client needs, including working with interpreters and Case Workers
  - Maintain appropriate confidentiality and ethical standards.
4. Community Engagement and CLE
  - Deliver CLE in partnership with Case Workers and relevant staff
  - Identify appropriate CLE topics based on community needs.
5. Systems, Compliance and Risk Management
  - Maintain accurate file notes, data entry and reporting
  - Comply with organisational policies including conflicts, confidentiality and information management
  - Identify and escalate legal or operational risks.
6. Culture and Values
  - Contribute to a respectful, culturally safe and collaborative workplace
  - Act in accordance with NAAFLS' values and strategic direction

## SELECTION CRITERIA

### Essential

- Hold, or be eligible to hold, a restricted or unrestricted practising certificate in the Northern Territory
- Admitted to the High Court of Australia (applications can be commenced upon application)
- Minimum of 2 years demonstrated post qualification experience (PQE) in family law, domestic violence and/or child protection.
- Demonstrated ability to work effectively within a bicultural or cross-cultural service delivery model

***While NAAFLS is an equal opportunity employer, Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.***

- Experience working in partnership with Aboriginal and/or Torres Strait Islander colleagues, and an understanding of the importance of cultural knowledge in service delivery.
- Demonstrated ability to deliver trauma-informed, culturally safe and accessible legal services, particularly to clients experiencing family violence and disadvantage.
- Sound legal knowledge and the ability to apply legal principles in complex and sensitive matters
- Demonstrated ability to exercise professional judgement, manage competing priorities and respond to risk.
- Demonstrated ability to work within supervision and governance frameworks, including seeking guidance, participating in file review and responding to feedback
- Understanding of professional and ethical obligations of legal practice.
- High-level written and oral communication skills
- Ability to communicate complex legal concepts in a clear and accessible way
- Proven ability to work collaboratively in multidisciplinary teams.
- Demonstrated ability to engage respectfully with Aboriginal communities, including in remote settings
- Willingness and capacity to undertake regular remote travel.
- High level of attention to detail and ability to maintain accurate legal files and data
- Experience using electronic records management systems.
- Current Working With Children Clearance (or ability to obtain)
- National Criminal History Check
- Current 'C' Class Driver's Licence
- Ability to undertake overnight travel (2–4 days per trip, up to twice per month)



## EMPLOYMENT CONDITIONS

<b>Position Title</b>	Solicitor
<b>Location of Employment</b>	Darwin, Katherine and Nhulunbuy
<b>Reports To</b>	Principal Legal Officer
<b>Probationary Period</b>	6 months
<b>Employment Type</b>	Full-time ongoing position ( <i>subject to funding</i> )
<b>Hours of work</b>	Monday to Friday - 8.15am to 4.21pm with 30mins lunch break
<b>SCHADS Award Level</b>	Classification Level 5
<b>Remuneration</b>	Salary \$100,776.00 to \$105,340.56 per annum ( <i>dependent on experience</i> )
<b>Salary Packaging</b>	Equivalent salary range with packaging approx. \$109,505 to \$114,069 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>
<b>Superannuation</b>	12%
<b>Leave Entitlement</b>	6 weeks per annum plus 17.5% leave loading
<b>Personal/Carer's leave</b>	15 days per annum
<b>Equipment supplied</b>	<ul style="list-style-type: none"> <li>• Laptop</li> <li>• iPhone</li> <li>• Uniforms</li> </ul>
<b>Additional benefits</b>	<ul style="list-style-type: none"> <li>• Time off in Lieu of Overtime</li> <li>• Travel Allowance</li> <li>• Paid parental leave applicable to Primary or Secondary Carer (<i>6 weeks' paid after 12 months service</i>)</li> <li>• Study Leave</li> <li>• Defence Leave</li> </ul>
<b>Mandatory employment requirements</b>	<ul style="list-style-type: none"> <li>• Evidence of a current Australian Legal Practising Certificate or eligibility to obtain one</li> <li>• Obtain a working with children clearance (WWCC)</li> <li>• Obtain a clear Criminal History Check</li> <li>• Possess a current 'C' Class NT Drivers Licence</li> </ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>• Social, Community, Home Care and Disability Services Industry Award 2010</li> <li>• National Employment Standards</li> <li>• Fair Work Act</li> </ul>