



Agency	Northern Territory Legal Aid Commission	Work unit	Directorate
Job title	First Nations Services Project Officer	Designation	Administrative Officer 6 (AO6)
Job type	Full Time	Duration	2 years
Salary	\$92,620 - \$103,538 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	Supernumerary	Closing	4pm Thursday, 27 October 2022
Contact Officer	Human Resources on 89993000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

Information for applicants

To be considered for this position, applicants must attach a resume and a statement addressing the selection criteria (maximum 2 pages).

Inclusion and diversity

NT Legal Aid values diversity. We encourage people from all diversity groups to apply for vacancies and accommodate people with disability by making reasonable workplace adjustments.

Context statement

The Northern Territory Legal Aid Commission 'NT Legal Aid' is an independent statutory authority established under the *Legal Aid Act 1990*. Its purpose is to ensure that people in the Northern Territory understand their legal rights, disadvantaged people have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

NT Legal Aid's strategic goals include ensuring that our services are of high quality and appropriately targeted, to seek opportunities for new ways to deliver services more efficiently and effectively, and to meet emerging and existing legal needs. In pursuing these goals, NT Legal Aid has developed a Reconciliation Action Plan which enshrines our commitment to reconciliation and providing high quality legal services to Aboriginal and Torres Strait Islander people.

Primary objective

Under the supervision of the Deputy Director, the First Nations Services Project Officer will undertake a two year project to enhance NT Legal Aid's strategic and operational activities as they relate to service delivery to Aboriginal and Torres Strait Islander people.

This role will include the development and review of frameworks, policies, and procedures at an operational level, including service provision and employee recruitment, development and retention.

Key duties and responsibilities

1. Provide high quality strategic advice and guidance at an organisational level to support NT Legal Aid in the performance of its duties and to ensure that NT Legal Aid remains proactive and responsive in meeting the needs of Aboriginal and Torres Strait Islander people in the Northern Territory.
2. Working in collaboration with key stakeholders, develop and implement strategies that improve service delivery to Aboriginal and Torres Strait Islander people.
3. Build on partnerships with Aboriginal Community Controlled Organisations in the NT and facilitate the creation of new partnerships.
4. Advise on NT Legal Aid's recruitment and retention strategies and promote culturally appropriate and safe practices which actively encourage and support improvements in Aboriginal and Torres Strait Islander employee recruitment and retention outcomes.
5. Provide advice and guidance on the development and implementation of NT Legal Aid's Reconciliation Action Plans.
6. Provide advice and guidance to NT Legal Aid and other internal and external stakeholders on strategy, policy, law reform proposals, emerging issues, and other priorities relating to NT Legal Aid's service delivery to First Nations peoples and its operations.
7. Represent NT Legal Aid as required in relation to practice, policy, and strategic matters.
8. Develop and maintain strong and productive relationships with a diverse range of internal and external stakeholders, and relevant networks to improve outcomes for First Nations people and inform the direction of, and improve practices by, NT Legal Aid.

Selection criteria

Essential

1. Excellent interpersonal and communication skills with a demonstrated ability to engage and build collaborative relationships with a range of internal and external stakeholders and to communicate effectively and respectfully with people from diverse backgrounds.
2. A good understanding of culturally safe and appropriate employment, development and retention strategies and practices in the workplace.
3. Ability to develop and implement strategic projects and practice management procedures, policies and standards that support and improve the delivery and quality of legal and social support services.
4. Experience in providing leadership and advice to executive management and others on operational innovation, strategy, policy and emerging issues.
5. Demonstrated understanding of the issues affecting diverse communities in the legal system in the Northern Territory, including people with mental illness, people with disability, and people from culturally diverse backgrounds.
6. An understanding of the issues affecting the disproportionate involvement of First Nations people in the legal system.
7. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.
8. Current Northern Territory Driver's Licence.

Desirable

1. Experience working in the legal assistance sector; project management or evaluation.

Additional Position Requirements

- 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* (NT).
- The successful applicant will be required to hold a current Working with Children Clearance Card and undergo a criminal history check. A criminal record will not exclude an applicant unless relevant to the position.
- This position requires travel including by car and light aircraft.