



## POSITION DESCRIPTION

<b>Position Title</b>	Principal Legal Officer
<b>Location</b>	Darwin or Katherine Office
<b>SCHADS Award Level</b>	Classification Level 8 plus specialist skills allowance
<b>Remuneration</b>	Salary \$125,000 (value of salary package \$135,861 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>	Chief Executive Officer (CEO)
<b>Closing Date</b>	N/A
<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. Manage the Legal Practice of NAAFLS including supervision, training and mentoring of Solicitors, Volunteers and Paralegals working in the Legal Team, in accordance with the Risk Management Guide and legislative frameworks.
2. Ensure that NAAFLS meets its Professional Indemnity Insurance obligations and requirements.
3. Ensure NAAFLS delivers a culturally safe and appropriate service in accordance with the values and vision of the Board.
4. Promote law reform activities and engage with other Family Violence Prevention Legal Services, Community Legal Centres and Stakeholders in research, lobbying and developing submissions relevant to NAAFLS' work.
5. Provide advice to the Board in relation to the legal practice of NAAFLS and implement Board decisions in relation to the legal practice.
6. Manage the legal practice in accordance with Guidelines, Operational Framework, Policies and Funding Agreement obligations.
7. Prepare and deliver presentations at conferences and public forums as required.
8. Other duties as directed by the CEO.

### Selection Criteria:

1. Eligibility for an Unrestricted Practising Certificate as a Barrister or Solicitor of the Supreme Court of the Northern Territory.
2. No less than 5 years post admission experience, including: a demonstrated capacity to prepare and conduct defended matters as Counsel in the Federal Circuit Court of Australia for Family Law clients, the Local Court in the Child Protection jurisdiction for Aboriginal family members and the Summary Jurisdiction in regard to Domestic Violence for clients who have been the victims of Domestic Violence.
3. Proven ability to supervise, mentor and manage the work of the legal team comprised of lawyers, paralegals and volunteer law students.
4. Proven ability to lead a reliable, productive and constructive team within an integrated organisational model, delivering legal and non-legal services.

5. Outstanding communication skills with a proven ability to build organisational collaboration through internal staff relationships; and to effectively communicate with stakeholders and clients, including experience in communicating with people who do not have English as their primary language.
6. A willingness to travel by road and or light aircraft to remote Aboriginal Communities, to undertake cultural education and support the work of the organisation.
7. Possess a Working With Children Clearance (WWCC) and provide a clean Criminal History Check.
8. Possess a current 'C' Class NT Drivers Licence