



Agency	Northern Territory Legal Aid Commission	Work unit	Civil Law Practice
Job title	Outreach Engagement Officer	Designation	Administrative Officer 4 (AO4) / Administrative Officer 5 (AO5)
Job type	Full Time	Duration	Until 30 June 2025
Salary	\$73,091 - \$90,687 plus superannuation (salary packaging options available)	Location	Darwin
Position number	010383	Closing	4pm Friday, 1 December 2023
Contact Officer	Human Resources on 8999 3000 or <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		
About the agency	<a href="http://www.legalaid.nt.gov.au">www.legalaid.nt.gov.au</a>		
Apply online	Please submit applications to <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		

### Information for applicants

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

### Inclusion and diversity

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

***This is an Identified position and only available to Aboriginal and Torres Strait Islander applicants***

### Context statement

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

### Primary objective

Under the supervision of both the Managing Solicitor of Outreach and the Managing Solicitor of the Civil Law Section, the Outreach Engagement Officer will assist and advise legal staff in the planning and delivery of legal information, education, and advice to Aboriginal and Torres Strait Islander clients.

### Key duties and responsibilities

1. Provide advice and support to Legal Aid NT staff in the planning and delivery of community-based activities to ensure they are culturally appropriate and responsive to community needs.
2. Identify and refer clients to solicitors for legal assistance and other services where appropriate.
3. Liaise and network with Indigenous organisations and individuals in remote and urban communities.
4. Travel to urban and remote areas as required, including overnight stays.
5. Conduct community legal education activities as required.
6. Contribute to quality reporting and recording systems to ensure accountability and transparency in service delivery.
7. Provide administrative assistance as required.

### Selection criteria

#### Essential

1. Knowledge and understanding of contemporary Aboriginal and Torres Strait Islander culture and society.
2. A general understanding of the legal system in the Northern Territory and how it relates to Aboriginal and Torres Strait Islander people.
3. Good written and oral communication skills with a particular ability to communicate with Aboriginal and Torres Strait Islander people.
4. Ability to plan and deliver legal information and education.
5. Demonstrated ability to work with minimal supervision in undertaking tasks and the initiative to address challenges.
6. Demonstrated experience in liaising with other agencies, developing networks and contacts in other associated services such as emergency housing, policing, rehabilitation and community corrections/probation and parole.
7. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

#### Desirable

1. Tertiary qualifications in community development, education, counselling, law, or a related field.
2. 4WD experience.
3. Familiarity with legal issues impacting on people living in rural, remote, and regional areas of the Northern Territory, including people living in rural, remote Aboriginal and Torres Strait Islander communities.

### Additional Position Requirements

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

- Applicants must be eligible to receive a permit to travel on Aboriginal lands in accordance with the *Aboriginal Land Rights (NT) Act 1976*.
- The successful application must hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.
- This position will require travel, in light aircraft and car in 4WD vehicles including overnight stays in remote communities.
- 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).