

# Duty Statement

Agency	Legal Aid NT	Work unit	Directorate
Job title	Director	Designation	Executive Contract Officer 5 (ECO5)
Job type	Full time	Duration	Fixed for up to 4 Years
Salary	\$328,632 total remuneration package	Location	Darwin
Position number	010385	Closing	4pm Friday, 23 August 2024
Contact Officer	Leeanne Morris – Human Resources Manager on 0401 119 031 or <a href="mailto:leeanne.morris@legalaid.nt.gov.au">leeanne.morris@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:leeanne.morris@legalaid.nt.gov.au">leeanne.morris@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 4 pages).

## 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.

## About Legal Aid NT

Legal Aid NT is an independent statutory authority established under the *Legal Aid Act 1990 (NT)*. Our purpose is 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 purpose of the role

The Director provides efficient and effective leadership of Legal Aid NT to ensure the territory-wide delivery of a range of flexible and innovative services responsive to the legal needs of disadvantaged clients.

The role builds on, promotes and maintains strong, effective service partnerships to respond to the legal and non-legal needs of clients. The Director is also responsible for the provision of policy advice to both the Legal Aid Board and the Attorney General. As the head of the Executive Team, the role will lead the Executive Team's contribution to the development of Legal Aid NT's broader strategies and service delivery planning to ensure the provision of high quality and innovative legal services.

## Key duties and responsibilities

1. Lead the strategic and operational management of Legal Aid NT, subject to broad policy direction from the Board.
2. Build networks with external legal professional bodies, senior managers and professionals in other justice portfolio agencies, members of the judiciary, community legal centres, solicitors, barristers and clients to keep abreast of emerging legal issues and developments and the implications for legal service work.
3. Ensure the efficient and economic operation of Legal Aid NT so its objectives, in accordance with the *Legal Aid Act 1990 (NT)*, can be achieved using available resources including the equitable management of its staff.
4. Provide advice to the Attorney General and to the Legal Aid NT Board concerning policy and legislative changes and their implications for the provision of legal aid.
5. Negotiate with the Northern Territory and Commonwealth Government's and professional legal associations to maintain good working relationships and funding arrangements.
6. Maintain an awareness of legislative developments which may affect the provision of legal aid services and ensure that Legal Aid NT complies with other relevant Government policy directives
7. Promote access to justice through early intervention and targeting of legal assistance to disadvantaged people whilst pursuing excellence, innovation and efficiency in legal service delivery

## Selection Criteria

### Essential

1. Admission or eligibility for admission as a Barrister and Solicitor of the Supreme Court of the Northern Territory of Australia with substantial experience in practice at a senior level.
2. Proven executive leadership capability with experience in leading justice or legal organisations for systems improvement and building a strong performance culture.
3. Proven executive management capability with experience in managing change.
4. Proven ability to develop and maintain effective partnership and strategic alliances with a range of internal and external stakeholders, including highly developed negotiation and influencing skills.
5. Highly developed strategic, conceptual, analytical, and problem-solving skills, including excellent interpersonal and communication skills and the ability to interpret and manage the political and operational environment.
6. Highly developed knowledge of contemporary issues, trend and developments across the legal and justice sector at Territory, National and International levels.

7. Strong knowledge of contemporary public policy frameworks, strategies and protocols, including community engagement and inter and intra government collaboration.
8. A knowledge of and commitment to legal aid values, and an understanding of Northern Territory justice issues, including the issues affecting the disproportionate involvement of First Nations people in the justice system.

### **Desirable**

1. Proven involvement with and contribution to the legal profession in the Northern Territory.

### **Further Information**

- 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.
- 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.