

Duty Statement

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| Agency | Legal Aid NT | Work unit | Civil Law Practice |
| Job title | Civil and NDIS Solicitor | Designation | Professional 3 (P3) |
| Job type | Full time or part time | Duration | 12 months |
| Salary | \$108,699 - \$121,738 plus Superannuation (salary packaging options available) | Location | Katherine |
| Position number | Supernumerary | Closing | 4pm Friday, 16 August 2024 |
| Contact Officer | Human Resources on 08 8999 3000 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, a statement addressing the selection criteria (maximum 2 pages), and copies of your tertiary 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.

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 objective

Legal Aid NT is increasing its impact in regional and remote Northern Territory. The Civil and NDIS Solicitor will be at the forefront of delivering high quality legal advice, education, information, advocacy, legal task assistance and referral services to members of the regional community of Katherine and surrounds. The Civil and NDIS Solicitor will lead service provision in the critical areas of equality and access to NDIS, and associated civil law matters, working alongside Legal Aid NT's established innovative health justice partnership service model and under the supervision of the Civil Law Managing Practitioner. The Civil and NDIS Solicitor will work alongside the Outreach Team to lead and provide consistent servicing to deliver civil law services in remote communities surrounding Katherine.

Key duties and responsibilities

1. Deliver high quality legal information, education, advice, advocacy, legal task assistance and referral services to members of the community, with a priority focus on assisting vulnerable and/or disadvantaged people, in civil law matters.
2. Deliver Civil and NDIS legal assistance services in collaboration with the Health Justice Partnership activities and the Outreach Team in Katherine and surrounding areas and ensure they are provided in an effective, culturally appropriate, and responsive manner.
3. Ensure compliance with the Legal Aid Act, the Legal Profession Act, the Legal Aid guidelines, and all legislation, subordinate legislation, and professional standards applicable to the conduct of the legal practice.
4. Attend internal NTLAC meetings and meetings with external agencies on behalf of the Civil Law Service of NTLAC as required.
5. Liaise and network with relevant organisations and individuals to ensure high levels of collaboration with relevant agencies and minimise duplication.
6. Participate in community legal education, law reform and policy initiatives as relevant.
7. Maintain effective file and diary management systems, administrative systems and procedures and quality assurance procedures.
8. Maintain and improve professional standards by keeping up to date with developments in relevant areas of legal practice; and participating in professional development activities in relevant areas of legal practice and comply with Continuing Professional Development.
9. Travel to regional and remote areas as required (overnight travel not required).
10. Participate in law reform and policy initiatives as relevant.

Selection criteria

Essential

1. Admission or eligibility for admission as a Barrister and Solicitor of the Supreme Court of the Northern Territory of Australia.
2. A minimum of 5 years post-admission experience in legal practice, with at least 3 years experience in civil law.
3. Demonstrated high level initiative including the ability to work as a part of a team with minimal supervision in undertaking tasks and addressing challenges.

4. Demonstrated ability to deliver high quality legal advice and legal assistance, in a range of civil law matters and undertake related advocacy, policy and law reform work.
5. Demonstrated knowledge of current legal issues affecting disadvantaged people in the NT and the provision of legal services in the NT.
6. High level oral and written communication skills, including the ability to communicate with people from diverse backgrounds.
7. Experience in the use of interpreters to provide legal advice and representation.
8. Good understanding of the organisation and management of legal practice well developed time management skills and the ability to manage client matters and meet deadlines.
9. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Familiarity with legal issues impacting on people living in rural, remote, and regional areas of the Northern Territory, in particular people living in rural, remote indigenous communities.
2. An understanding of specific legal issues affecting people with disability, including the National Disability Insurance Scheme (NDIS).
3. An understanding of specific legal issues affecting people experiencing mental health issues.

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.