

# North Australian Aboriginal Family Legal Service



## POSITION DESCRIPTION

<b>Position Title</b>	Principal Legal Officer (PLO)
<b>Location</b>	Darwin
<b>Closing Date</b>	20 September 2024

## ABOUT NAAFLS

NAAFLS is an Aboriginal Community Controlled Organisation (ACCO) and independent Family Violence Prevention Legal Service (FVPLS).

We are the only victim-based Aboriginal legal service in remote communities in the Top End region of the NT.

We have offices in Darwin (Larrakia land), Katherine (Jawoyn, Dagoman and Wardaman land) and Nhulunbuy (Yolngu land), and service over 40 remote communities within the Top End region spanning from the Tiwi Islands down to Lajamanu, Wadeye across to Borroloola. We provide culturally sensitive legal advice, assistance, representation, and support to Aboriginal and Torres Strait Islander people in Top End communities who have experienced domestic, family, and sexual violence.

We offer the unique opportunity to work collaboratively alongside client support officers and case workers, which are Aboriginal and Torres Strait Islander identified roles, to ensure that our service is culturally safe and holistic.

This holistic and culturally appropriate model of service sets us apart; seeking practical community-based solutions to the most complex legal problems.

Our primary practice areas are family law, child protection, and domestic violence; though we frequently intervene in coronial inquiries, parliamentary inquiries, and other administrative or criminal proceedings as required.

## KEY RESPONSIBILITIES

1. Manage the Legal Practise of NAAFLS.
2. Ensure NAAFLS meets its Professional Indemnity Insurance obligations and requirements.
3. Ensure NAAFLS delivers a culturally safe and appropriate service.
4. Promote law reform activities.
5. Engage with stakeholders and other services in the sector.
6. Participate in development of submissions relevant to NAAFLS' work.
7. Prepare and deliver presentations at conferences and public forums as required.
8. Oversee the supervision, training and development of the legal team.
9. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
10. Participate in all staff and team meetings as required.
11. Adhere to privacy and confidentiality policies as outlined in NAAFLS' Policies and Procedures.
12. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
13. Undertake other duties as reasonably directed.

## DUTIES

1. Manage the Legal Practise of NAAFLS in accordance with the Risk Management Guide Operational Framework, Policies and Funding Agreement obligations.
2. Ensure NAAFLS delivers a culturally safe and appropriate service in accordance with the values and vision of the Board of Directors.

3. Support the CEO in meeting the strategic agenda for NAAFLS as set by the Board of Directors.
4. Support the CEO in developing and monitoring the organisational annual operational plan and ensure that all other core plans align with the organisation's Strategic Plan.
5. Prove strong leadership, direction and support to the Executive Leadership Team and across the organisation.
6. Work closely with the Executive Policy Officer in the development of funding proposals, submissions, and policy positions.
7. Identify professional development opportunities for the legal team to enable upskilling and ensure CPD certificate compliance for solicitors.
8. Undertake probation reviews, annual and biannual performance reviews, and corresponding individualised staff training and development plans with the Legal Team.
9. Provide a regular report to the Directors at Board in relation to the legal practice of NAAFLS and implement Board decision in relation to the legal practice.
10. Actively participate in leading the strategic direction of the organisation as a member of the Executive Leadership Team.
11. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
12. Participate in all staff and team meetings as required.
13. Undertake remote community travel from time to time, including overnight.
14. Undertake training/professional development as required.
15. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
16. Undertake other duties as reasonably directed.

## **SELECTION CRITERIA**

### **Essential**

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 regarding Domestic Violence for clients who have been the victims of Domestic Violence.
3. Demonstrate leadership and people management skills, including the capacity to lead a reliable, productive and constructive team within an integrated organisational model, delivering legal and non-legal services.
4. 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.
5. Demonstrate capacity to provide accessible and culturally sensitive legal advice and assistance on complex legal issues relating to domestic and family violence, family law, crimes compensation, child protection and other areas of law offered by NAAFLS.
6. Possess excellent written, oral and interpersonal communication skills including negotiation and conflict resolution skills and maintain confidentiality provisions.
7. Display a high level of attention to detail and demonstrated ability to work with an electronic records management system and enter accurate and timely data and use a range of computer programs.
8. 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.
9. Must obtain a Working With Children Clearance (WWCC), a clear Criminal History Check and possess a current 'C' Class NT Drivers Licence.

### **Desirable**

1. Experience with or have an understanding of community service organisations (experience in a community legal centre will be highly valued).
2. Experience in advocacy in policy and law reform/development.

## EMPLOYMENT CONDITIONS

<b>Position Title</b>	Principal Legal Officer								
<b>Location of Employment</b>	Darwin								
<b>Reports To</b>	Chief Executive Officer								
<b>Employment Type</b>	Full-time ongoing position ( <i>subject to funding</i> )								
<b>Annual salary package</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Base salary component</td> <td style="text-align: right;">\$145,000.00</td> </tr> <tr> <td>Superannuation</td> <td style="text-align: right;">\$ 16,675.00</td> </tr> <tr> <td>Leave Loading</td> <td style="text-align: right;">\$ 2,927.88</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>\$164,602.88</b></td> </tr> </table>	Base salary component	\$145,000.00	Superannuation	\$ 16,675.00	Leave Loading	\$ 2,927.88		<b>\$164,602.88</b>
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<b>Probationary Period</b>	6 months								
<b>Hours of work</b>	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm								
<b>Salary Packaging</b>	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>Superannuation</b>	11.5%								
<b>Leave Entitlement</b>	6 weeks per annum plus 17.5% leave loading								
<b>Personal/Carer's leave</b>	15 days per annum								
<b>Benefits included</b>	<ul style="list-style-type: none"> <li>• Provision of a NAAFLS motor vehicle for business and personal use;</li> <li>• a mobile phone: and</li> <li>• a Laptop</li> </ul>								
<b>Additional staff benefits</b>	<ul style="list-style-type: none"> <li>• Employee Assistance Program with supportive, confidential counselling for personal and work concerns</li> <li>• Regular external debriefing/supervision offered to all staff</li> <li>• Ongoing training and development opportunities</li> <li>• Time off in Lieu of Overtime</li> <li>• Travel Allowance</li> <li>• Individual training budget of \$1,000 annually</li> <li>• Paid parental leave after one year of service</li> <li>• Study Leave</li> <li>• Defence Leave</li> </ul>								
<b>Mandatory employment requirements</b>	<ul style="list-style-type: none"> <li>• Possess an unrestricted NT Practising Certificate</li> <li>• Obtain a working with children clearance (WWCC)</li> <li>• Obtain a clear Criminal History Check</li> <li>• Possess a current 'C' Class NT Drivers Licence</li> </ul>								
<b>Application information</b>	Forward your responses to the Selection Criteria and a current CV to <a href="mailto:hr@naafls.com.au">hr@naafls.com.au</a>								