



NATIONAL JUSTICE PROJECT

POSITION DESCRIPTION PARALEGAL

JOB OFFERED

- Part Time (Flexible 2- 4 days per week)
- 12-month contract
- Salary package \$65,000 - \$70,000 FTE plus FBT salary packaging plus superannuation
- Access to Wellbeing package including EAP and early finish on Fridays
- Close walking distance to Central Station
- Strongly encourage Aboriginal and/or Torres Strait Islander people to apply

ABOUT THE NATIONAL JUSTICE PROJECT

The National Justice Project (NJP) is a not-for-profit legal service and civil rights organisation. We use the law, advocacy and education to tackle systemic injustice and promote government accountability. We primarily represent and support First Nations peoples and asylum seekers/refugees who have been harmed and discriminated against within the justice and health care systems. We advance human rights by representing and supporting our clients to have their voices heard. We advocate for the reform and development of law, and a justice system that is fair, just and equitable, taking on the most challenging cases that will create systemic change.

Our head office based in Sydney is a small and busy workplace. We recognise and pay our deepest respects to all sovereign First Nations Peoples as the traditional custodians of the lands on which we work. NJP recognises that throughout history the Australian legal system has been an instrument of violence and oppression against First Nations Peoples, as well as other minority groups. NJP seeks to strengthen and promote dialogue between the Australian legal system and First Nations laws, governance structures and protocols.

We are committed to reconciliation, and achieving social justice by ensuring everyone has the right to equal access and status under the law. We work collaboratively with community partners to identify and advocate against systemic injustices. We are a small team of both legal and non-legal staff who all work flexibly and cooperatively to achieve positive outcomes for our clients, strategic outcomes in Australia's legal landscape and enhance rights awareness within the community.

THE POSITION

The NJP is offering a part-time fixed-term Paralegal job for a law student or soon-to-be lawyer. The successful candidate will be offered a 12-month contract, to be based in Sydney, NSW.

KEY RESPONSIBILITIES:

- Contribute to legal casework and strategic litigation.
- Liaise with clients and our partners.
- Provide high quality assistance and casework service to the clients of the NJP.
- Undertake administrative and case management activities.
- Be involved in a wide range of legal and policy issues and cases within our practice.
- Maintain an effective and ethical legal practice including compliance with NJP policies and legislative requirements and practice management standards.
- Support enquirers with relevant legal referrals.

KEY CANDIDATE CONSIDERATIONS:

- Candidates must be comfortable working with confronting subject matter and with traumatised and at-times highly distressed clients.
- Some travel may be required.
- The successful candidate will apply their legal training to practical and administrative tasks to seek justice and accountability for our clients and the wider community.
- You will be required to provide reflective reports over the course of the year.

KEY RESPONSIBILITIES

PERSONAL RESPONSIBILITIES, INCLUDING:

- Undertaking your work and other activities with integrity whilst upholding the organisation's values and in particular, ensuring a people-first approach across our staff, volunteers and clients;
- Supporting team cohesion in a flexible and friendly manner;
- Protecting and enhancing the reputation of the organisation;
- Executing the tasks that are assigned to you to a high standard;
- Collecting data to evaluate your work and regularly reporting on it;
- Meet objectives and deliverables in a timely manner; and
- Maintaining positive relationships with NJP's partner organisations and the wider community.

LEGAL ASSISTANCE AND SERVICES, INCLUDING:

- Working on or contributing to a wide range of legal matters such as civil litigation, coronial inquests, medical negligence claims, constitutional and administrative law cases, and complaints to the Ombudsman and the Australian Human Rights Commission.
- Assisting the Solicitors and Senior Solicitors with all administrative aspects of their work;

- File management, including case planning and maintaining spreadsheets;
- Making FOI or equivalent applications and liaising with recipient organisations;
- Reviewing medical and other records and preparing briefs to counsel and medical experts;
- Developing and maintaining a strong and sensitive working relationship with clients, and taking accurate and clear instructions;
- Maintaining strong professional relationships with Counsel, partner/defendant firms and clients;
- Preparing legal research and time recording; and
- Answering phones, directing calls, doing intakes and referrals.

SUPERVISING JUNIOR STAFF AND VOLUNTEERS:

- While you will have no direct reports, it is expected that you will provide day to day guidance to any team member that is allocated to assist you in your matters (or is otherwise assisting you) with their duties and responsibilities, including volunteers;
- NJP is involved in various University clinical placements throughout the year. NJP staff may be required to participate in the clinics, including in the allocation of work, provision of training and providing supervision to the students; and
- As you become more experienced, you may provide guidance and training to other paralegals and new solicitors.

KEY CONTACTS

You will report to your allocated Solicitor, Senior Solicitor or Principal Solicitor on a regular basis in relation to your caseload, leave requests and other matters.

APPLICATION PROCESS

All questions and applications should be sent to hr@justice.org.au The start dates of the positions are flexible for the right candidate, but we are hoping to have the successful applicant commence in November 2024.

In your application, please send your CV along with a statement with your response to the below selection criteria:

- A passion for human rights and social justice, in particular in relation to Aboriginal/Torres Strait Islander people and refugees/asylum seekers;
- An understanding of culturally safe and trauma informed practice;
- Study in a relevant tertiary level qualification, ideally a law degree.



The successful candidate will be required to be competent in the following core skills:

- Excellent written and verbal communication skills;
- An ability to manage multiple competing priorities under tight deadlines;
- High attention to detail;
- Excellent administrative and organisational skills; and
- Experience working both independently with minimal supervision and as a part of a team.

We strongly encourage Aboriginal and/or Torres Strait Islander applicants.