

# Duty Statement

Agency	Legal Aid NT	Work unit	Criminal Law Practice
Job title	Managing Solicitor	Designation	Senior Professional 2 (SP2)
Job type	Full Time	Duration	2 Years
Salary	\$148,302 - \$161,638 plus Superannuation (salary packaging options available)	Location	Alice Springs
Position number	010382	Closing	10am Friday, 10 January 2025
Contact Officer	Human Resources on 08 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 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

Under the supervision of the Associate Director Criminal Law Practice the Managing Solicitor will manage and coordinate the Alice Springs Criminal Law Practice of Legal Aid NT, including supervision of solicitors and administrative staff. The Managing Solicitor will also undertake work as a criminal lawyer and represent Legal Aid NT as appropriate at regional activities.

## Key duties and responsibilities

1. Provide high quality management of Legal Aid NT's Alice Springs Criminal Law Practice, including supervision and training of staff.
2. Maximise the quality, efficiency, effectiveness, and availability of legal assistance provided by staff in the Alice Springs Criminal Law Practice by continuing to develop and implement practice management procedures, policies and standards.
3. Provide high quality legal advice and representation in Northern Territory courts for clients charged with criminal offences in a broad range of criminal law areas.
4. Develop and maintain relationships with private legal practitioners, the NT DPP, the Commonwealth DPP, the Supreme and Local Courts in the Northern Territory, and other relevant networks to ensure Legal Aid NT remains responsive and proactive in meeting legal needs in the Central Australia Region of the Northern Territory.
5. Develop and implement training and development plans for staff in the Alice Springs Criminal Law Practice as required.
6. Ensure compliance with the *Legal Profession Act (NT)*, the *Legal Aid Act (NT)*, the Legal Aid NT Guidelines, the National Partnership Agreement and funding arrangements for the provision of legal services.
7. Show leadership in fostering, developing, and maintaining professional, ethical, respectful, supportive and safe practices within the Alice Springs Criminal Law Practice in dealings with clients, colleagues and other agencies.
8. Promptly report to the Associate Director Criminal Law Practice of any incidents or conduct involving staff in the Alice Springs Criminal Law Practice which appear to give rise to any disciplinary action, complaint, grievance, or workers compensation claim or may necessitate notifying Legal Aid NT's Professional Indemnity or Public Liability Insurer.
9. Contribute to policy and law reform proposals relating to criminal law in the Northern Territory as relevant.
10. Contributing to the efficient administration of Legal Aid NT.
11. If required, provide management of Legal Aid NT's Alice Springs Office including management of staff.

## 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. Significant experience in the practice of criminal law including advocacy and appellate level experience.
3. Demonstrated staff and practice management experience, including capacity to supervise and train professional staff, and manage change.
4. Ability to provide leadership in the provision of legal assistance to disadvantaged people in the criminal justice system.
5. An understanding of the issues affecting the disproportionate involvement of First Nations people in the criminal justice system, including a demonstrated empathy and sensitivity to First Nations people, history, and culture.

6. Demonstrated high level organisational skills, high level initiative, ability to work unsupervised and to manage competing demands.
7. Excellent communication skills, including the ability to communicate effectively with staff, external stakeholders, clients with complex needs and people from diverse backgrounds.
8. Ability to establish and maintain a cooperative and productive work environment with a diverse team of legal and non-legal staff.
9. A comprehensive understanding of the issues affecting vulnerable people in the justice system and potential practical, policy and law reform matters impacting on this.
10. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

#### **Desirable**

1. 8 years post admission experience in legal practice, with at least 5 years' experience in relevant criminal law.
2. Demonstrated experience in managing the day-to-day operations of a legal office.

#### **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.