



## POSITION DESCRIPTION

<b>Position Title</b>	Managing Solicitor
<b>Location</b>	Darwin
<b>Closing Date</b>	11 January 2025

## 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 (Yolŋu 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. Assist in management of the Legal Practise of NAAFLS.
2. Ensure NAAFLS provides a high level of culturally appropriate legal assistance and advice to Aboriginal and Torres Strait Islander People in legal matters, primarily Family Law, Child Protection, and Domestic Violence.
3. Promote law reform activities.
4. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Direction.
5. Undertake remote community travel from time to time, including overnight.
6. Undertake training/professional development in consultation with the PLO.
7. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.

## DUTIES

1. In consultation with the PLO and Deputy PLO, assist in supervision, training and mentoring of solicitors, volunteers and paralegals in accordance with the Risk Management Guide and legislative framework.
2. Maintain accurate legal client files and timely data entry using Actionstep.
3. Identify professional development opportunities for the legal team to enable upskilling and ensure CPD certificate compliance for solicitors.
4. Provide training, coaching and mentoring to the Legal Team.
5. Assist the PLO to ensure service delivery and operational policy and procedures are being consistently and accurately updated, implemented and adhered to.

6. In conjunction with the PLO, CEO, other Managers and Staff, develop and provide educational programs regarding family violence and related issues, to be delivered at schools, community, special interest groups and stakeholders, including workshops, informal talks, publications and pamphlets.
7. Consult with the PLO and Executive Policy Officer in regard to submissions, articles and reports for presentation at conferences and public forums as required.
8. Adhere to NAAFLS policies and procedures.
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. Undertake remote community travel from time to time, including overnight.
12. Undertake training/professional development in consultation with the PLO.
13. Maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
14. 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 3 years post admission experience with demonstrated specialist experience relating to Family Law, Child Protection, and Domestic Violence.
3. Proven ability to mentor a productive and constructive team within an integrated organisational model, delivering legal and non-legal services.
4. Demonstrate capacity to provide accessible and culturally sensitive legal advice and assistance on complex legal issues relating to Family Law, Child Protection, and Domestic Violence.
5. Demonstrate excellent written, oral and interpersonal communication skills including negotiation and conflict resolution skills and maintain confidentiality provisions.
6. Display a high level 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.
7. 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.
8. Possess a Working With Children Clearance (WWCC) and obtain a clean Criminal History Check.
9. Possess a current 'C' Class NT Drivers Licence.

***Please note: Applications for this position must address the selection criteria in a one-page summary sheet outlining how you meet the selection criteria and send this with your current resume/cv to [hr@naafls.com.au](mailto:hr@naafls.com.au)***



## EMPLOYMENT CONDITIONS

<b>Position Title</b>	Managing Solicitor
<b>Location of Employment</b>	Darwin
<b>Reports To</b>	Principal Legal Officer
<b>Probationary Period</b>	6 months
<b>Employment Type</b>	Full-time ongoing position ( <i>subject to funding</i> )
<b>Hours of work</b>	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
<b>SCHADS Award Level</b>	Classification Level 8/3
<b>Remuneration</b>	Salary \$129,756.12 per annum
<b>Salary Packaging</b>	Equivalent salary range with packaging approx. \$139,487 per annum <i>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).</i>
<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>Equipment supplied</b>	<ul style="list-style-type: none"> <li>• Laptop</li> <li>• iPhone</li> <li>• Uniforms</li> </ul>
<b>Additional benefits</b>	<ul style="list-style-type: none"> <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 applicable to Primary or Secondary Carer (<i>6 weeks' paid after 12 months service</i>)</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>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>• Social, Community, Home Care and Disability Services Industry Award 2010</li> <li>• National Employment Standards</li> <li>• Fair Work Act</li> </ul>