



POSITION DESCRIPTION

Position Title	Solicitor
Location	Darwin, Katherine or Nhulunbuy

ABOUT NAAFLS

NAAFLS is a non-government Aboriginal Corporation providing legal advice, representation and community legal education to Aboriginal people living in Communities and small towns across the Top End of the NT. We provide advice and representation to victims of Domestic Violence, including Family Law clients and to victims who are the subject of Child Protection Applications or Orders. Other work includes Victims of Crime Compensation Claims and assistance and support with housing applications.

NAAFLS has offices in Darwin, Katherine and Nhulunbuy and assists clients in over 44 remote communities. Regular travel to these communities is predominantly in line with the Darwin and Katherine Court Circuit calendars and requires our team to stay overnight on community for up to two trips of 2-4 days per month.

Teams consist of a Solicitor and Case Worker who provide a wrap around holistic service to our vulnerable clients to ensure they are fully supported through their journey.

KEY RESPONSIBILITIES

1. Provide culturally appropriate legal assistance and advice to Aboriginal and Torres Strait Islander People in matters of law primarily Family Law, Family Violence and Child Protection.
2. Ensure accurate legal client files and timely data entry using NAAFLS' electronic file management and statistical information systems.
3. Participate in the development and delivery of community legal education programs in respect to domestic and family violence and other areas relevant to our service delivery.
4. Contribute to the ongoing development and maintenance of processes and procedures to ensure consistent and accurate services to clients.
5. Prepare submissions, articles and reports for presentation at conferences and public forums as required.
6. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
7. Undertake other duties as directed by the PLO or CEO.

DUTIES

1. Work within NAAFLS service delivery model to provide culturally appropriate legal assistance and advice to Aboriginal and/or Torres Strait Islander People.
2. Build and maintain relationships with stakeholders in communities.
3. Maintain accurate legal client files and timely data entry.
4. Identify and present meaningful Community Legal Education topics on community trips, developed in conjunction with the CLE Officer.
5. Participate in file review meetings.
6. In partnership with the Case Work team, participate in pre-trip meetings prior to all community travel.
7. Adhere to NAAFLS policies and procedures.
8. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
9. Participate in all staff and team meetings as required.
10. Undertake training/professional development in consultation with the PLO.
11. Maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures
12. Undertake other duties as reasonably directed.

SELECTION CRITERIA

1. Hold, or are eligible for a restricted or unrestricted practising certificate in the Northern Territory, with post admission experience in Family Law.
2. Demonstrated capacity to provide an accessible and culturally sensitive legal service, and to understand the needs of culturally diverse clients, particularly in relation to Indigenous to victims of family violence living in remote community settings.
3. Demonstrate excellent written, oral and interpersonal communication skills including negotiation and conflict resolution skills and maintain confidentiality provisions.
4. A sound understanding of the litigation and dispute resolution processes relevant to Family Law, domestic violence orders, crimes compensation, child protection and other areas of law.
5. 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.
6. Demonstrated ability to perform as a reliable, productive and constructive team member in multi-cultural workplace.
7. Availability to undertake overnight travel to remote communities, up to two trips of 2-4 days per month.
8. Must obtain a Working With Children Clearance (WWCC) and a clear 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



EMPLOYMENT CONDITIONS

Position Title	Solicitor
Location of Employment	Darwin, Katherine and Nhulunbuy
Reports To	Principal Legal Officer
Probationary Period	6 months
Employment Type	Full-time ongoing position (<i>subject to funding</i>)
Hours of work	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
SCHADS Award Level	Classification Level 5
Remuneration	Salary \$97,377.80 to \$101,787.92 per annum (<i>dependent on experience</i>)
Salary Packaging	Equivalent salary range with packaging approx. \$106,439 to \$110,850 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>
Superannuation	11.5%
Leave Entitlement	6 weeks per annum plus 17.5% leave loading
Personal/Carer's leave	15 days per annum
Equipment supplied	<ul style="list-style-type: none"> • Laptop • iPhone • Uniforms
Additional benefits	<ul style="list-style-type: none"> • Time off in Lieu of Overtime • Travel Allowance • Annual individual training budget • Paid parental leave applicable to Primary or Secondary Carer (<i>6 weeks' paid after 12 months service</i>) • Study Leave • Defence Leave
Mandatory employment requirements	<ul style="list-style-type: none"> • Evidence of a current Australian Legal Practising Certificate or eligibility to obtain one • Obtain a working with children clearance (WWCC) • Obtain a clear Criminal History Check • Possess a current 'C' Class NT Drivers Licence
Conditions of Employment	<ul style="list-style-type: none"> • Social, Community, Home Care and Disability Services Industry Award 2010 • National Employment Standards • Fair Work Act