

# Duty Statement

Agency	Legal Aid NT	Work unit	Family Law Practice
Job title	Senior Solicitor	Designation	Professional 3 (P3)
Job type	Full time	Duration	2 Years
Salary	\$110,873 - \$124,173 plus Superannuation (salary packaging options available)	Location	Alice Springs
Position number	022977	Closing	4pm Friday, 25 April 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 direction of the Managing Solicitor, provide high quality legal advice, legal task assistance, and duty lawyer services to clients in the areas of family law, domestic violence matters, child support and child protection.

## Key duties and responsibilities

1. Provide high quality legal advice and representation to clients in areas of family law, associated domestic violence matters, child support and child protection, and appear as a solicitor and counsel in all courts as required, including final hearings of matters.
2. Ensure compliance with the *Legal Profession Act (NT)*, the *Legal Aid Act (NT)*, the Legal Aid Guidelines, and all legislation, subordinate legislation, professional standards, Rules of Court and Practice Directions applicable to the conduct of the legal practice.
3. As a member of a team, be responsible for a reasonable share of the file work undertaken by the practice and, in particular, assume conduct of those matters which are assigned to you by the Managing Solicitor including representing clients as duty solicitor or as solicitor-advocate, clinic advice sessions and at Legal Aid Family Law Conferences (dispute resolution).
4. Provide guidance to colleagues in matters of ethics and professional responsibility which may arise in the course of the conduct of client matters, as required.
5. Maintain and improve professional standards by keeping up to date with developments in relevant areas of legal practice; participating in professional development activities in relevant areas of legal practice; and complying with the Continuing Professional Development requirements of the Law Society of the Northern Territory.
6. Maintain effective file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies utilised by Legal Aid NT.
7. Develop and maintain relationships with stakeholders and allied service providers and attend meetings and other events on behalf of Legal Aid NT.
8. Contribute to law reform and policy initiatives/activities and participate in community legal education as required.
9. Occasional travel to regional offices and other localities to provide legal aid services, if required.

## 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. Substantial experience in family law practice, including the conduct of contested matters.
3. High level knowledge and experience in family law practice, including the conduct of contested hearings.
4. Demonstrated high level initiative, including the ability to work both as a part of a team and independently with minimal supervision in undertaking tasks and addressing challenges, including the ability to deal with competing demands and meet deadlines.
5. Demonstrated ability to deliver high quality legal advice, assistance, and representation in a range of family law matters and undertake related advocacy, policy and law reform work.
6. Demonstrated knowledge and awareness of the issues impacting First Nations people and disadvantaged families in the NT including knowledge of current legal issues and the provision of legal services in the NT.

7. High level oral and written communication skills, the ability to communicate with people from diverse backgrounds including the use of interpreters to provide legal advice and representation
8. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

**Desirable**

1. 4 years experience in family law
2. Eligibility for inclusion on Legal Aid NT's panel of independent children's lawyers.

**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.