



Position title	Solicitor	Employer	KWILS
Reporting to	Principal Legal officer	Direct reports	n/a
Classification	Equivalent to SCHADS Level 4 to 5	Location	Katherine, Northern Territory
Hours	Full time (negotiable)	Duration	Ongoing
Effective date	September 2025	Approved by	PLO and CEO

ABOUT KWILS

Katherine Women's Information and Legal Service (KWILS) is a specialist Women's Legal Service based in Katherine, Northern Territory, on Jawoyn, Wardaman, and Dagoman country. We provide free legal services for women experiencing disadvantage across the Big Rivers region, with a focus on family and civil law, including domestic, family, and sexual violence, child protection, and victims of crime compensation. Through a culturally sensitive and trauma-informed approach, we offer legal advice, representation, and integrated support services to create a holistic client experience. Our work also includes community legal education, advocacy, and law reform to advance women's rights.

KWILS is committed to diversity, inclusion, and creating a safe, collaborative, and empowering workplace. We encourage applications from people of all backgrounds, particularly Aboriginal and Torres Strait Islander people, and we provide reasonable workplace adjustments to support accessibility. Our team benefits from generous leave entitlements, a strong well-being program, and a supportive environment where all staff are valued and respected.

POSITION DESCRIPTION

Position purpose

Under the supervision of the Principal Legal Officer, the Solicitor will provide high quality, trauma informed, holistic legal assistance including legal advice, casework and representation, to women and gender diverse people throughout the Katherine and Big Rivers Region. The Solicitor will promote enhanced knowledge of legal rights, access to justice and safety for women and children including through Community Legal Education and law reform work.

Key duties and responsibilities

Legal service delivery

- Provide high quality legal advice, tasks and casework to clients, including court representation at Northern Territory and Federal Courts.
- Work closely with KWILS' social support team to provide wraparound integrated supports to our clients.
- Develop and/or maintain a strong level of technical competence in KWILS' core practice areas, including domestic, family, and sexual violence (DFSV), child protection and family law.
- Manage file load under the supervision of the Principal Legal Officer.
- Conduct outreach services within Katherine and the Big Rivers Region.
- Maintain a high standard of file and record keeping including meeting our obligations under the CLCA Risk Management Guide and Data Standard Guide, as well as KWILS internal policies and procedures.
- Maintain a commitment to providing culturally appropriate and trauma informed care to all clients, stakeholders and peers.

Organisational responsibilities

- Ensure compliance with KWILS' policies and procedures.
- Contribute to KWILS ongoing commitments to our Organisational Plan, our Strategic Plan and our shared values.
- Contribute to a cohesive and collaborative workplace.

Stakeholder engagement

- Represent KWILS in a variety of public forums to promote the work of the service, including network meetings and consultations.

Community Legal Education (CLE) and law reform

- Plan, design and deliver CLE workshops and associated materials.
- Participate in law reform projects including assisting in preparation of law and policy reform research and submissions/inquiries/responses.
- Raise awareness about issues that contribute to KWILS' purpose and service priorities, as directed.

Such other projects, activities and duties that may be determined in collaboration with the KWILS CEO and Principal Legal Officer.

Key relationships

- Principal Legal Officer
- Legal team
- Support and Connections Leader
- Special Projects and Advocacy Leader
- Chief Executive Officer

- External legal services (e.g. North Australian Aboriginal Family Legal Service, North Australian Aboriginal Justice Agency, NT Legal Aid)
- Northern Territory Local Courts
- Northern Territory Police

KEY SELECTION CRITERIA

Essential

- Admitted to practice as a Solicitor in Australia.
- Demonstrated ability to provide high quality legal advice and casework (including pre-admission experience).
- Understanding of and commitment to working within a strengths-based, trauma informed and culturally sensitive approach.
- Commitment to professional and personal development, and willingness to develop further professional skills relevant to the workplace.
- Strong critical thinking, sound judgement and an ability to maintain a high level of confidentiality.
- A commitment to promoting the interests of women and gender diverse people including upholding values of social justice, equity and diversity.

Desirable

- Experience in domestic, family, and sexual violence (DFSV), child protection, and/ or family law.
- Valid driver's licence (4WD experience desirable).

Required qualifications and/or accreditations

- Admitted to practice as a Solicitor in Australia and eligible to hold a Northern Territory Practicing certificate.
- Admission to the High Court of Australia.
- Maintain a valid Working with Children's Check and satisfactory National Police Clearance.

ACKNOWLEDGMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

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Employee

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Date