



Position title	Deputy Principal Legal Officer	Employer	Katherine Women's Information & Legal Service
Reporting to	Principal Legal Officer (PLO)	Direct reports	3 Solicitors
Classification	SCHADS 7 equivalent	Location	Katherine, Northern Territory
Hours	Full time	Duration	Ongoing / contract term
Effective date	28 April 2025	Approved by	CEO

ABOUT KWILS

Katherine Women's Information & 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 direction of the Principal Legal Officer (PLO), the Deputy Principal Legal Officer (Deputy PLO) is responsible for delivering high-quality, trauma-informed, and holistic legal services to women across the Katherine and remote Big Rivers region. This includes providing legal advice, casework, and representation.

In addition to supporting the strategic objectives of KWILS, the Deputy PLO will assist the PLO in leading and supporting the legal team and will act in the PLO role during periods of absence.

The Deputy PLO plays a key role in promoting access to justice and legal literacy, particularly through outreach initiatives and community legal education programs that prioritise the safety and empowerment of women and children. This role requires regular travel to remote communities within the Big Rivers region.

Key duties and responsibilities

Legal advice and representation

- Deliver high-quality legal advice, casework, and representation, with a focus on complex and/or litigious matters.
- Provide trauma-informed and client-centred legal support aligned with KWILS' core practice areas, including domestic, family and sexual violence (DFSV), child protection and family law.
- Undertake regular legal outreach services in Katherine, including appearances at the Local Court, and attend relevant partner organisations and support services.
- Ensure rigorous and accurate file management, including compliance with professional standards and internal procedures.

Organisational

- Ensure effective and consistent delivery of KWILS' client service (legal and support), including stepping into the Acting PLO role as required.
- Accurately record client services and outcomes using KWILS' case management systems.
- Participate in regular team meetings, supervision, and organisational planning processes.
- Engage in continuous professional development (CPD), in line with legal practice requirements and KWILS' expectations.
- Ensure compliance with KWILS' policies and procedures and contribute to their ongoing development.
- Support funding, governance, and reporting obligations through documentation such as case studies, outreach summaries, and client feedback mechanisms.
- Other tasks within your skills and competence as required.

Supervision

With PLO support, provide leadership, supervision and mentoring to legal staff, including:

- Conducting regular file reviews for legal and relevant non-legal staff.
- Facilitating performance reviews and managing professional development.
- Monitoring caseloads and contributing to legal service planning.
- Supporting the induction and onboarding of new team members.
- Coordinating and promoting CPD and training opportunities for the team.

Community legal education and outreach

- Contribute to the design and delivery of community engagement and education programs.
- Coordinate the delivery of CLE workshops and outreach activities across the region.
- Deliver community legal education and legal assistance in remote communities, often requiring travel to locations outside Katherine.
- Develop accessible, culturally safe educational materials to support community understanding of legal rights and protections.

Stakeholder engagement

- Build and maintain strong, collaborative relationships with key stakeholders, including legal and community partners.

- Maintain and strengthen stakeholder relationships across the region, including with remote community organisations.
- Represent KWILS at external forums, network meetings, and consultations to enhance service visibility and partnerships.
- Actively contribute to integrated service delivery and systemic advocacy efforts.

Key relationships

- 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

- Admission as a solicitor in Australia and eligibility to hold a Northern Territory Practising Certificate.
- Minimum 4 years post-admission experience in a relevant practice area.
- Demonstrated leadership experience, including the ability to mentor, supervise and support junior lawyers.
- In-depth knowledge of legal frameworks related to DFSV, child protection, and family law, including NT-specific legislation and reporting obligations.
- Strong understanding of the gendered dynamics of violence and trauma-informed legal practice, including issues such as coercive control and misidentification of the primary perpetrator.
- Awareness of the intersectional barriers faced by women, particularly Aboriginal and Torres Strait Islander women and those from culturally and linguistically diverse backgrounds.
- Proven ability to deliver high-quality, trauma-informed legal advice and representation.
- Skilled in working with clients who have experienced complex trauma, discrimination, and systemic disadvantage.
- Demonstrated experience or capacity to undertake risk assessments aligned with the Risk Assessment and Management Framework and Common Risk Assessment Tool (RAMF/CRAT).
- Collaborative team player with a commitment to shared learning and mutual support.
- Demonstrated ability to establish and maintain professional boundaries, exercise sound ethical judgment, and handle sensitive information with discretion.
- Strong analytical and decision-making skills, including under pressure or with limited supervision.
- Ongoing commitment to professional development and skill-building.
- Excellent interpersonal and communication skills, with the ability to engage effectively with diverse individuals and communities.
- Willingness and capacity to travel regularly to remote communities across the Big Rivers region, including overnight travel as required.

Desirable

- Demonstrated commitment to promoting the interests and rights of women.
- Strong alignment with principles of human rights, social justice, equity, and diversity.
- Commitment to supporting Aboriginal and Torres Strait Islander clients, and clients from diverse cultural and linguistic backgrounds, within a strengths-based framework.
- Passionate and self-motivated, with a proactive and open-minded approach to work.
- Proven ability to adapt to changing circumstances and perform effectively under pressure.
- Collaborative and respectful team member with strong interpersonal skills.
- High level of initiative, resilience, and persistence in achieving outcomes.
- Constructive and positive attitude toward change and organisational improvement.

Required qualifications and/or accreditations

- Maintain a valid Working with Children's Check (Ochre Card).
 - Satisfactory National Police Clearance.
 - Valid drivers' licence (Manual transmission and 4WD experience considered desirable)
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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