

# Duty Statement

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|------------------|--|-------------|-----------------------------------|
| Agency           | Legal Aid NT   | Work unit   | Family Dispute Resolution Service |
| Job title        | Managing Solicitor   | Designation | Senior Professional 1 (SP1)       |
| Job type         | Full time  | Duration    | 2 Years (ongoing)                 |
| Salary           | \$128,551 - \$143,611 plus Superannuation (salary packaging options available). Skills allowance or contribution to FDRP accreditation a possibility | Location    | Darwin                            |
| Position number  | 031038   | Closing     | 4pm Friday, 6 February 2026       |
| 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 Associate Director Family Law, lead Legal Aid NT's Territory wide Family Dispute Resolution Service (FDRS), and ensure consistent practice in the provision of high-quality services.

## Key duties and responsibilities

1. Provide high quality management of the FDR Service and Family Law Pathways Network Program to maximise the efficiency, effectiveness and availability of the service and program and ensure consistent practice in the provision of high-quality services.
2. Chair FDR conferences and manage the assessment of conference matters for risk and suitability.
3. Oversee the panel selection of Family Dispute Resolution Practitioners (FDRPs) and child inclusive practitioners and facilitate training and accreditation in FDR for panel legal practitioners and panel FDRPs.
4. Ensure that services are safe for all clients and designed and delivered in a way that is culturally sensitive to the needs of vulnerable clients.
5. Manage staff performance and development, compliance with human resource policies and procedures and ensure a safe, positive, and productive working environment.
6. Develop and maintain strong and productive relationships with a diverse range of internal and external stakeholders, including legal practitioners accessing FDR Services and other relevant networks to improve outcomes for clients, and to inform the direction of and improve practices of Legal Aid NT.
7. Provide leadership and advice to internal and external stakeholders on service improvements, strategy, policy, legal issues, law reform proposals, emerging issues and other priorities relating to Family Dispute Resolution in the Northern Territory, including representing Legal Aid NT working groups as required.
8. Comply with the Legal Aid Act (NT), the Legal Profession Act (NT), the Family Law (Family Dispute Resolution Practitioners) Regulations, the Legal Aid guidelines, and all legislation, subordinate legislation, and professional standards applicable to the conduct of the service.

## 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. Current accreditation with the Attorney-General's Department as an FDRP or eligibility to become accredited as an FDRP.
3. Significant post-admission experience in the practice of Family Law, including experience as an FDRP in Family Dispute Resolution conferences.
4. Extensive professional knowledge and experience relating to the area of family relationship issues faced by separated parents and the impact of conflict on children; of the impacts of domestic and family violence; and screening, assessment, safety planning and referral.
5. Proven initiative and management experience, including an ability to lead a team to high performance and manage change.

6. Excellent interpersonal and communication skills with a demonstrated ability to influence and negotiate, to engage and build collaborative relationships with a range of internal and external stakeholders and to communicate effectively and respectfully with people from diverse backgrounds.
7. Demonstrated knowledge of current legal issues affecting disadvantaged people in the NT and the provision of legal services in the NT.
8. High level knowledge and experience in professional practice standards, issues and trends relating to alternative and family dispute resolution.
9. Demonstrated experience in liaising with other agencies, developing networks and contacts in other associated services.
10. Knowledge and experience in working with Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse (CALD) communities.
11. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

**Desirable**

1. 5 years' experience in Family Law

**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.