

# Duty Statement

Agency	Legal Aid NT	Work unit	Family Law Practice
Job title	Solicitor	Designation	Professional 2 (P2)
Job type	Full time	Duration	2 Years
Salary	\$92,910 - \$110,781 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	022978	Closing	4:00pm Tuesday, 31 March 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 Managing Solicitor of the Family Law Practice, provide high quality legal advice and representation, 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, legal task assistance and duty lawyer services to clients in the areas of family law, domestic violence matters, child support and child protection, including at Family Dispute Resolution Conferences.
2. Appear as solicitor and counsel in all courts as required, including at contested interim and final hearings and as instructor.
3. Provide appropriate referrals to other agencies/services as required.
4. Work collaboratively with the Client Support Worker.
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. Develop and maintain relationships with stakeholders and allied service providers and attend meetings and other events on behalf of Legal Aid NT, as required.
7. Participate in the planning, delivery and evaluation of Community Legal Education and information resources and presentations, as required.
8. Contribute to policy and law reform initiatives/activities as required.
9. Ensure compliance with the *Legal Profession Act (NT)*, the *Legal Aid Act 1990 (NT)*, the Legal Aid NT Guidelines, the National Legal Assistance Partnership Agreement and funding arrangements for the provision of legal services.
10. Maintain effective file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies utilised by Legal Aid NT.

## 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. Demonstrated knowledge of family law, family dispute resolution, domestic violence and child protection including practices and procedures and experience in advising and representing clients.
3. Demonstrated knowledge and awareness of the dynamics, impact, and effect of family violence on families.
4. Ability to deliver high quality legal advice, representation, duty lawyer and task assistance, in a range of family law, child support, domestic violence and child protection matters and undertake related advocacy, policy and law reform work.
5. 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.
6. High level initiative including the ability to work as part of a team with minimal supervision in undertaking tasks and addressing challenges.

7. Excellent oral and written communication skills, including the ability to communicate with people from diverse backgrounds.
8. Experience in the use of interpreters to provide legal advice and representation.
9. Good understanding of the organisation and management of legal practice well developed time management skills and the ability to manage client matters and meet deadlines.
10. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

#### **Desirable**

1. 2 years post-admission experience in Family Law.
2. Experience in the conduct of contested hearings and in family dispute resolution processes.

#### **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 applicant 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.