

Duty Statement

Agency	Legal Aid NT	Work unit	Parole Legal Service
Job title	Solicitor	Designation	Professional 2 (P2) / Professional 3 (P3)
Job type	Full Time	Duration	2 years
Salary	\$95,697 - \$131,735 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	022975	Closing	
Contact Officer	Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

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.

Context statement

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 supervision of the Associate Director of Crime, manage and coordinate the Parole Legal Service for prisoners, prioritising those with mental health conditions and / or cognitive impairments seeking parole.

Key duties and responsibilities

1. Deliver high quality legal information, education, advice, advocacy, and legal task assistance to prisoners seeking parole by developing suitable and realistic parole plans and providing submissions on their behalf for consideration by the Parole Board.
2. Maintain and continue to develop practice management procedures, policies and standards that support and improve the delivery and quality of the Service within a legal framework.
3. Maintain effective file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies utilised by Legal Aid NT.
4. Work in collaboration with the Parole Planning Caseworker of Legal Aid NT in developing parole plans for clients of the Parole Legal Service.
5. Work in collaboration with appropriate medical and social support services, the clients' families, and support networks.
6. Identify wider policy issues arising from projects and develop strategies to advocate to relevant agencies in relation to those issues.
7. Ensure compliance with the *Legal Profession Act 2006* (NT), the *Legal Aid Act 1990* (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.
8. Participate in law reform and policy initiatives as relevant.

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. Experience in legal practice working with disadvantaged and vulnerable clients.
3. Demonstrated high level initiative and the ability to work independently and collaboratively as part of a multidisciplinary team, undertaking tasks and addressing challenges including effectively managing competing demands and complex matters to produce results for disadvantaged and vulnerable clients.
4. Ability to undertake related advocacy, policy, and law reform work.
5. Demonstrated knowledge of current legal issues affecting disadvantaged people in the Northern Territory and the overrepresentation of Aboriginal people in the criminal justice system.
6. Demonstrated understanding of the challenges faced by incarcerated clients and the issues they face on release.
7. High level oral and written communication skills, including the ability to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse (CALD) Aboriginal people.
8. 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.
9. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. A minimum of 1-3 years post-admission experience in legal practice, with demonstrated experience in advocacy including providing written submissions and advice.
2. An understanding of specific legal issues affecting people experiencing mental health issues.
3. An understanding of the criminal justice system and the *Parole Act 1971* (NT).

Additional Position Requirements

- 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.