

Duty Statement

Agency	Legal Aid NT	Work unit	Criminal Law Practice
Job title	Deputy Managing Solicitor	Designation	Senior Professional 1 (SP1)
Job type	Full Time	Duration	2 Years
Salary	\$136,380 - \$152,357 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	010366	Closing	Wednesday, 14 October 2026
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.

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 supervision of the Managing Solicitor and the Associate Director of Crime assist with management and coordination of the Darwin Criminal Law Practice of Legal Aid NT, including the supervision of solicitors and administrative staff. The Deputy Managing Solicitor will also provide high quality legal representation for people charged with criminal offences in Northern Territory courts.

Key duties and responsibilities

1. Provide high quality legal advice, advocacy and representation for clients charged with criminal offences in a broad range of criminal law areas, including appearing in the Local Court, Youth Justice Court, Supreme Court and Parole Board hearings as required.
2. Assist the Managing Solicitor in the day-to-day management of Legal Aid NT's Darwin Criminal Law Practice, including in allocating casework, supervising and mentoring junior solicitors, Client Support Caseworkers and administrative staff.
3. Act as the Managing Solicitor of the Criminal Law Practice when required, including during absences.
4. As a member of the criminal law team, be responsible for a reasonable share of the file work undertaken by the office and assume conduct of those matters which are assigned to you by the Managing Solicitor including a share of the duty lawyer and clinic advice services provided by the office and where requested assist in Legal Aid NT's community legal education work.
5. Support the delivery of quality, efficient and effective legal assistance provided by staff in the Darwin Criminal Law Practice by assisting with the implementation and monitoring of practice management procedures, policies and standards.
6. Develop and maintain relationships with private legal practitioners, the NT DPP, the Commonwealth DPP, the Supreme and Local Courts in the Northern Territory, and other relevant networks to ensure Legal Aid NT remains responsive and proactive in meeting legal needs in the Darwin region.
7. Ensure compliance with the *Legal Profession Act (NT)*, the *Legal Aid Act (NT)*, the Legal Aid NT Guidelines, the National Partnership Agreement and funding arrangements for the provision of legal services.
8. Show leadership in fostering, developing, and maintaining professional, ethical, respectful, supportive and safe practices within the Darwin Criminal Law Practice in dealings with clients, colleagues and other agencies.
9. Promptly report to the Managing Solicitor or the Associate Director of Crime any incidents or conduct involving staff in the Darwin Criminal Law Practice which appear to give rise to any disciplinary action, complaint, grievance, or workers compensation claim or may necessitate notifying Legal Aid NT's Professional Indemnity or Public Liability Insurer.
10. Maintain effective file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies utilised by Legal Aid NT.
11. Contribute to policy and law reform proposals relating to criminal law in the Northern Territory 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. Significant experience in the practice of criminal law including advocacy and appellate level experience.
3. Demonstrated staff and practice management experience, including capacity to supervise and train professional staff, and manage change.

4. Ability to provide leadership in the provision of legal assistance to disadvantaged people in the criminal justice system.
5. An understanding of the issues affecting the disproportionate involvement of Aboriginal people in the criminal justice system, including a demonstrated empathy and sensitivity to Aboriginal people, history, and culture.
6. Demonstrated high level organisational skills, high level initiative, ability to work unsupervised and to manage competing demands.
7. High level interpersonal and communication and negotiation skills and demonstrated ability to liaise and communicate effectively with staff, external stakeholders and clients with complex needs and from diverse backgrounds.
8. Ability to establish and maintain a cooperative and productive work environment with a diverse team of legal and non-legal staff.
9. An understanding of the issues affecting vulnerable people in the justice system and potential practical, policy and law reform matters impacting on this.
10. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Minimum 4 years post admission experience in criminal law, including the conduct of contested matters.
2. Experience in the conduct of jury trials and appeals
3. Demonstrated experience in managing the day-to-day operations of a legal office.

Further Information

- The successful applicant will be required to obtain and maintain 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.