POSITION DESCRIPTION

**Deputy Principal Legal Officer**

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| Position Title | Deputy Principal Legal Officer |
| Location | Casuarina or Katherine |
| Salary | NT SACS Award  Salary packaging is offered. |
| Contact Officer | Natalie Maher |
| Closing Date | 14 July 2017 |

**Submitting your application**

Your application must be received no later than 4.00pm on the advertised closing date. Late applications will not be accepted unless you have an agreement with the Contact Officer to submit your application after the closing date. Applications must include a copy of your resume or curriculum vitae and a document addressing both the Position Specific and the Generic Selection Criteria.

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| **E-mail Address** | [nmaher@naafls.com.au](mailto:nmaher@naafls.com.au) |
| **Postal Address** | PO Box 43104  Casuarina NT 0811 |
| **Hand Delivery**  **Address** | 32 Dripstone Road  Casuarina NT 0810 |
| **Facsimile** | (08) 8927 5942 |

North Australian Aboriginal Family Legal Service

(NAAFLS)

NAAFLS is a government funded Aboriginal organisation and NACLC accredited community legal service. We provide professional, comprehensive and culturally safe assistance and advice to Aboriginal and Torres Strait Islander people living in remote Top End communities, and in particular, those who have been exposed to domestic and family violence and sexual assault.

NAAFLS is based in Darwin and Katherine and provides an outreach visiting service to 44 Communities in the Top End, including Wadeye, Borroloola, Lajamanu, Kalkarindji, Maningrida, Nhulunbuy, Galiwinku, Milikapiti, Wurrumiyanga, Pirlangimpi, Angurugu, Alyangula, Numbulwar, Milyakburra, Jabiru, Oenpelli, Nauiyu, Yarralin, Timber Creek, Amanbidji, Ngukurr, Minyerri, Barunga, Beswick, Belyuen, Adelaide River and Pine Creek.

The primary focus of NAAFLS is to provide culturally appropriate assistance to Aboriginal and Torres Strait Islander adults and children who are victims of domestic and family violence, including sexual abuse. NAAFLS works in accordance to the Family Violence Prevention Legal Services “Operational Framework”. Services available to clients include:

1. Legal advice and casework assistance in areas relating to domestic and family violence, care and protection of children, victims of crime compensation, family law, wills, superannuation, housing and debt management.
2. Information support and referral services.
3. Community Legal Education.
4. Family Violence initiatives.
5. Law Reform.

NAAFLS is seeking an enthusiastic and self-motivated person to join a challenging work environment. You will deal with a wide range of stakeholders across the public and private sectors and draw upon strong communication and people skills to achieve desired objectives.

PRIMARY RESPONSIBILITIES

1. Assist the Principal Legal Officer (‘PLO’) in managing the legal practice sector of NAAFLS, including supervision of other solicitors within the unit and reviewing of legal files.
2. Assist the PLO in ensuring NAAFLS complies with relevant professional indemnity insurance requirements and in coordinating NAAFLS’ involvement in the National Association of Community Legal Centres National Professional Indemnity Insurance Scheme.
3. Engage as Acting PLO when the PLO is otherwise not available, as may be required from time to time.
4. Provide quality legal advice, representation and referral to Aboriginal & Torres Strait Islander clients on legal matter consistent with the Operational Framework.
5. Consult and support Community initiatives to reduce domestic and family violence in the Aboriginal & Torres Strait Islander Communities.
6. In conjunction with the PLO and other staff, develop and provide educational programs regarding family violence and related issues, to be delivered at schools, and to community and special interest groups, including workshops and informal talks.
7. In conjunction with the PLO and the CEO, undertake law reform: cooperate with other Family Violence Prevention Legal Services, Community Legal Centres and legal and community agencies in research and undertaking other law reform activities including attending legal forums, participating in campaigns and assisting in the provision of written submissions to government and other agencies regarding law reform.
8. Assist with increasing knowledge and awareness of the role and functions of the FVPLS and appropriate agencies available to assist Aboriginal and Torres Strait Islander victims of family and domestic violence and their families.

LEGAL RESPONSIBILITIES

1. Assess applications for legal assistance and provide legal advice and representation to Aboriginal and Torres Strait Islander people in matters of law regarding Domestic and Family Violence, Care and Protection of Children, Victims of Crime Compensation, Family Law, Wills, Superannuation, Housing and Debt Management including:
   1. Interview clients, take instructions and prepare any necessary documentation.
   2. Research and prepare the client’s case ensuring the client is kept informed.
   3. Conduct negotiations and seek out any relevant alternative dispute resolution.
   4. Appear on behalf of clients in relevant courts including, but not limited to, the Supreme Court, Magistrates Court, Children’s Court, the Local Court, Federal Circuit Court and Family Law Court.
   5. Maintain a written record of client advice, instructions and actions taken.
   6. Undertake any necessary travel to remote courts and remote communities to provide legal advice and representation.
   7. Assist solicitors and supervise advices and case files as required.
2. Maintain professional knowledge of the law to enable the provision of high quality advice, referrals, guidance and advocacy for clients, including participation in all relevant meetings, training and programs.
3. Hold a strong understanding and working knowledge (or have the ability to do so) of the Guidelines, Operational Framework, Policies and Funding Agreement obligations of NAAFLS as a FVPLS.

GENERAL

1. Participate in the development and delivery of community legal education programs in respect to domestic and family violence and other areas relevant to our service delivery.
2. Consult and support community initiatives to reduce the incidence of family violence in the Aboriginal & Torres Strait Islander community. Participate in Community meetings and develop the profile of NAAFLS in its service delivery areas.
3. Liaise with relevant Government departments, private and community sector bodies and experts. Prepare submissions, articles and reports for presentation at conferences and public forums.
4. Act in a professional manner with integrity according to the legal code of ethics, upholding the philosophies and policies of NAAFLS.
5. Demonstrate excellent written, oral and interpersonal communication skills including negotiation and conflict resolution skills and maintain confidentiality provisions.
6. Ability to manage workload, maintain a large number of files and meet deadlines.
7. Ability to work independently and meet organisational and team goals.
8. Ability to adhere to OHS and other organisational policies, follow direction as required and maintain punctuality.
9. Undertake other duties related to the running of the organisation including administrative tasks such as filing, answering telephones and providing general information about the organisation.
10. Participate in staff meetings and other planning activities.
11. Undertake other duties as directed by the Principal Legal Officer, CEO and Management Committee.

This position is responsible to the Principal Legal Officer.

**SELECTION CRITERIA**

Position Specific Selection Criteria

1. Eligible for an unrestricted practising certificate in the Northern Territory.
2. Current driver’s licence (C class unrestricted).
3. Ability to provide legal advice and assistance on complex legal issues relating to domestic and family violence, family law, crimes compensation, child protection and other areas of law offered by NAAFLS.
4. Experience in litigation and dispute resolution processes relevant to family law, domestic violence orders, crimes compensation, child protection and other areas of law.
5. Demonstrated capacity to provide an accessible and culturally sensitive legal service, and to understand the needs of culturally diverse clients, in particular   
   indigenous people living in remote community settings.
6. Capacity to develop effective working relationships with Aboriginal and Torres Strait Islander people, particularly those living in remote communities.
7. Ability to supervise and assist junior and other solicitors and provide legal training.
8. Ability to assist with the management of a legal practice office and to engage as acting PLO as required.
9. Hold a strong understanding of management issues regarding human resource management, project management and budgeting.

General Selection Criteria

1. Ability to think strategically, communicate effectively and achieve results.
2. Ability to develop productive working relationships, work in a multi-disciplinary team and assist in leading others.
3. Demonstrated personal drive and integrity in achieving designated targets and outcomes.
4. Experience in using computers.
5. Ability to travel (up to 3 or 4 days at a time, usually twice per month) to remote communities.
6. Willingness to obtain a police clearance and working with children check.