POSITION DESCRIPTION

**SENIOR SOLICITOR**

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| Position Title | Senior Solicitor |
| Location | Darwin |
| 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 lslanders living in remote Top End communities, and in particular, those who have been exposed to 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, Galawinku, Milikapiti, Wurrumiyanga, Pirlangimpi, Angurugu, Alyangula, Numbulwar, Milyakburra, Jabiru, Oenpelli, Nauiyu, Yarralin, Timber Creek, Amanbidji, Ngukurr, Minyerri, Barunga, Beswick, Belyuen, Adelaide Rive 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 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 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. Provide quality legal advice, representation and referral to Aboriginal & Torres Strait Islander clients on legal matter consistent with the operational framework.
2. Consult and support Community initiatives to reduce the incidence of family violence in Aboriginal & Torres Strait Islander Community.
3. In conjunction with other staff develop and provide educational programs regarding family violence and related issues, to deliver at schools, community and special interest groups, including workshops, informal talks, publications and pamphlets.
4. Assisting in management of legal practice management including supervision of any other Solicitor working within the unit, without an unrestricted practicing certificate.
5. In conjunction with the Principal Solicitor 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 lobbying. Initiate research and test cases based on NAAFLS work, research and write submissions and research papers on issues, participate in campaigns on issues (includes media work).
6. Deal with complaints and grievances in relation to the legal practice of NAAFLS in accordance with policy, in conjunction with the Principal Legal Officer and the CEO.

LEGAL

1. Assess applications for legal assistance and provide legal advice and representation to Aboriginal & Torres Strait Islander people in matters of law regarding family violence, sexual assault and related matters 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 alternative dispute resolution.
   4. Appear on behalf of clients in relevant courts including the Supreme Court, Magistrates Court, Children’s Court and the Local Court.
   5. Maintain a written record of client advice, instruction and actions taken.
   6. Undertake any necessary travel to remote courts and remote communities to provide legal advice and representation.
   7. Assist junior solicitors and supervise advices and case files as required.
2. Maintain professional knowledge of the law to enable provision of high quality advice, referral, guidance and advocacy to client/s, including participation in all relevant meetings, training and programs.

OTHER

1. Participate in the development of educational programs about family violence, sexual assault and related issues.
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 maintenance of confidentiality provisions.
6. Demonstrate an ability to work independently, meet organisational and team goals.
7. Ability to adhere to OHS and other organisational policies, follow direction as required and maintain punctuality.
8. Undertake other duties related to the running of the organization including administrative tasks such as filing, answering telephone and providing general information about the organisation.
9. Participate in staff meetings and other planning activities.
10. 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 a restricted practising certificate in the Northern Territory.
2. Current driver’s licence.
3. Ability to provide legal advice and assistance on complex legal issues relating to family violence, Family Law, crimes compensation and child protection areas.
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. Demonstrate capacity to provide an accessible and culturally sensitive legal service, including an understanding of legal and social issues particularly in relation to victims of family violence in a remote community setting.
6. Ability to supervise and assist junior solicitors and provide legal training.

GENERIC SELECTION CRITERIA

1. Ability to think strategically, communicate effectively and achieve results.
2. Ability to develop productive working relationships and work in a multi-disciplinary team.
3. Demonstrated personal drive and integrity.
4. Experience in using computers.
5. Willingness and capability to undertake own administrative tasks.