POSITION DESCRIPTION

**Solicitor**

**NORTH AUSTRALIAN ABORIGINAL FAMILY VIOLENCE LEGAL SERVICE – ABORIGINAL CORPORATION**

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| Position Title | Solicitor |
| Location | Katherine |
| Salary | NT SACS Award  Salary packaging is offered with 30% of gross wages paid as a tax free fringe benefit |
| Contact Officer | Natalie Maher |
| Responsible to | Natale Little – Principal Legal Officer |
| Closing Date |  |

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 and a document addressing the Key Selection Criteria.

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| **E-mail Address** | nmaher@naafvls.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 VIOLENCE LEGAL SERVICE

North Australian Aboriginal Family Violence Legal Service (NAAFVLS) is a Family Violence Prevention Legal Service (FVPLS) funded by the Commonwealth Government.

NAAFVLS is a community controlled justice, advisory and referral centre for victims of family violence. It provides legal and practical assistance and support to victims of family violence.

NAAFVLS has offices in both Darwin and Katherine and provides an outreach visiting service to Wadeye, Kunbarllanjnja, Angurugu, Nhulunbuy, Nguiu, Pirlangimpi, Milikapati, Ski Beach and Yirrkala remote Aboriginal Communities.

NAAFVLS aims to provide culturally appropriate assistance to Aboriginal and Torres Strait Islander people who are victims of family violence or sexual abuse. NAAFVLS works in accordance with the Family Violence Prevention Legal Services “Operational Framework”. Services available to clients include:

1. Legal advice and casework assistance, in areas including Domestic Violence Orders, Children in need of Protection and Victims of Crimes Assistance;
2. General assistance and support to victims of family violence and sexual assault;
3. Information, support and referral services; and
4. Community legal education, awareness and prevention initiatives.

NAAFVLS 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 and Torres Strait Islander clients on legal matters consistent with the FVPLS Operational Framework;
2. Consult and support community initiatives to reduce the incidence of family violence in Aboriginal and Torres Strait Islander communities;
3. Liaise with agencies providing services for women, children and male survivors of family violence, and assist in the promotion of the service throughout the wider community;
4. Deliver legal education and provide information to schools, stakeholders, community and special interest groups, regarding family violence and related issues;
5. Improve Indigenous Australians understanding of Australian Law through education and community engagement;
6. Maintain electronic client files using M-files and CLSIS, and ensure the collection of statistical data and information on the incidence and nature of family violence;
7. Contribute where appropriate to NAAFVLS Annual Report, evaluations and other reports required by NAAFVLS, and participate in staff meetings, workshops and planning sessions as required;
8. Undertake cultural awareness and other training as directed; and
9. Other duties as directed.

GENERIC CAPABILITIES

1. Ability to think strategically

* Objectively work through problems from various angles, assess risk and identify solutions;
* Demonstrate originality of thought and the capacity to develop innovative solutions; and
* Critically evaluate information and demonstrate sound judgement in decision-making.

2. Ability to achieve results

* Actively contribute to strategic planning processes and actively promote a shared understanding of strategic direction and corporate priorities;
* Define, plan and schedule work within work area and respond flexibly to changing requirements;
* Demonstrate organisational and management skills of a high order including, if appropriate, the ability to effectively manage the performance of others in the delivery of work; and
* Adopt a leadership role in modelling and promoting workplace diversity principles and fostering a safe and healthy working environment in delivering the work of the area.

3. Ability to develop productive working relationships

* Consult with others and foster a work environment where people work collaboratively;
* Develop and maintain effective working relationships with clients and foster a client focussed culture;
* Treat others with respect and courtesy, and value different ideas and approaches; and
* Adopt a leadership role in modelling and promoting team player behaviour and fostering a harmonious work environment.

4. Demonstrated personal drive and integrity

* Adopt a leadership role in applying and promoting NAAFVLS’ values and Code of Conduct;
* Take responsibility for outcomes of own work area and learn from mistakes;
* Demonstrate high levels of initiative and remain positive and focused on objectives even in difficult circumstances; and
* Show a strong commitment to continued learning and take responsibility for own development.

5. Ability to communicate effectively

* Demonstrate highly effective oral and written communication skills;
* Actively listen to others and respond appropriately;
* Put forward new ideas and consider and encourage the contributions of others;
* Negotiate complex matters persuasively; and
* Demonstrate representation and facilitation skills of a high order.

KEY SELECTION CRITERIA

Each applicant must address the following Key Selection Criteria in their Application, by demonstrating the following:

1. Current or eligible for, a restricted practising certificate in the Northern Territory.
2. Current or is eligible to obtain, a NT driver’s licence.
3. A strong ability to provide legal advice on issues and matters relating to family violence, and to think strategically in achieving the best possible outcomes.
4. Experience in a range of litigation processes, including those involving Domestic Violence Orders, Child Protection matters, Family Law matters and Victims of Crimes Assistance (in respect to family violence and sexual assaults).
5. Experience in appearing in Court and/or Tribunals of varying jurisdictions.
6. Strong interpersonal and communication skills that can be adapted to a range of audiences.
7. Capacity to provide an accessible and culturally sensitive legal service, and in particular:
   1. The ability to an understand legal and social issues affecting remote living Aboriginal people; and
   2. The capacity to understand the needs of culturally diverse clients, in a remote community setting.
8. Capacity to work in a multi-disciplinary team, and develop and maintain productive working relationships with:
   1. other staff members;
   2. stakeholders and external bodies; and
   3. Aboriginal people, and in particular, victims of family violence living in remote communities.
9. Experience in the use of Computers, with experience in electronic file work and CLSIS, being an advantage.
10. Willingness to undertake overnight travel to remote communities. Up to two (2) trips per month, of up to four (4) days per trip.