POSITION DESCRIPTION

**Principal Legal Officer**

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| Position Title | Principal Legal Officer |
| Location | Casuarina |
| 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 |
| **Telephone** | (08) 8923 8208 |

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. Prevention of 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

NAAFLS is seeking an enthusiastic and self-motivated person to join a multi-disciplinary, multi-functional team in a challenging work environment. You will work with a wide range of stakeholders across the public and private sectors and draw upon strong communication and people skills to achieve desired objectives. As part of your primary responsibilities you will be required to:

1. Provide quality legal advice, representation and referrals to Aboriginal & Torres Strait Islander clients on legal matters consistent with the Operational Framework.
2. Manage the legal practice sector of NAAFLS including supervision of other solicitors and paralegals working within the unit.
3. Ensure that NAAFLS meets its professional indemnity insurance obligations and requirements.
4. Establish and participate in a schedule of regular and ad-hoc visits to remote communities, as approved/directed by the Board/CEO.
5. Consult and support Community initiatives to reduce the incidence of family violence in Aboriginal & Torres Strait Islander Communities.
6. In conjunction with the CEO and other staff develop and provide educational programs regarding family violence and related issues, to be delivered at schools, community and special interest groups, including workshops, informal talks, publications and pamphlets.
7. Increase knowledge and awareness of the role and functions of the FVPLS and appropriate agencies available to assist Aboriginal & Torres Strait Islander victims and their families.
8. In conjunction with the CEO, undertake law reform activities and engage with other Family Violence Prevention Legal Services, Community Legal Centres and Legal and Community Agencies in research, lobbying and providing Submissions to Government and Legal Forums relevant to NAAFLS’ work, particularly in respect to domestic and family violence preventative initiatives.
9. Address complaints and grievances in relation to the legal practice of NAAFLS in accordance with policy, in conjunction with the CEO.
10. Provide advice to the Board in relation to the legal practice of NAAFLS and ensure that Board decisions in relation to the legal practice are implemented.
11. Manage the reporting and collection of legal practice data for NAAFLS.

LEGAL RESPONSIBILITIES

1. Supervise, assist, guide and train solicitors and paralegals in the carrying out of their duties and functions within the legal practice.
2. 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 other areas of practice offered by NAAFLS:

* interview clients, take instructions, prepare any necessary documentation and provide up to date advice and legal representation;
* conduct negotiations and seek out any alternative dispute resolution;
* appear on behalf of clients in relevant courts including but limited to the Supreme Court, Local Court, Children’s Court, Federal Circuit Court and Family Law Court;
* maintain a written record of client counsel, instruction and actions taken; and
* undertake any necessary travel to remote courts and remote communities to provide legal advice and representation.

1. 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.
2. Have a thorough knowledge and understanding of the FVPLS Operational Framework, and operate in accordance with the framework. Particularly operating within service standards required for the provision of legal services.
3. Undertake required Continuing Professional Development (CDP).

OTHER RESPONSIBILITIES:

1. Participate in the development and delivery of educational programs regarding family violence, sexual assault and other areas relating to NAAFLS practice areas.
2. Consult and support community initiatives to seek 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 communication and interpersonal skills including negotiation and conflict resolution skills and maintenance of confidentiality provisions.
6. Manage workload in a diligent and professional manner to ensure the meeting of deadlines, organisational goals and maintaining and appropriate supervision of a large number of files.
7. Adhere to OHS and other organisational policies, follow direction as required and maintain punctuality.
8. Undertake other general duties related to the running of the organisation 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. Contribute to the Strategic Plan and Operational Plans.
11. Undertake cultural awareness and other training as directed
12. Other duties as directed.

The position is responsible to the Chief Executive 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 practice areas offered by NAAFLS .
5. Demonstrated capacity to manage a legal practice including:
   * 1. in the provision of an accessible and culturally sensitive legal service that aims to meet the needs of culturally diverse clients, in particular indigenous people living in remote community settings;
     2. holding a strong understanding of management issues regarding human resource management, project management and budgeting; and
     3. supervising, assisting and training solicitors and paralegals in the carrying out of their functions within the legal practice.
6. Excellent written, oral and interpersonal communication skills used to negotiate with stakeholders to achieve strategic outcomes and meet business objectives.
7. Capacity to develop effective working relationships with Aboriginal and Torres Strait Islander people, particularly those living in remote communities.

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.