



# North Australian Aboriginal Justice Agency

## Duty Statement

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**POSITION: ASSET MANAGEMENT OFFICER**

**LOCATION: DARWIN**

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### **POSITION OVERVIEW**

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Top End of the Northern Territory. We have offices in Darwin, Palmerston and Katherine. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

NAAJA's legal practice is the largest in the Northern Territory, providing high quality, culturally proficient and accessible advice, casework and court advocacy in both criminal and civil law. NAAJA particularly seeks to achieve social justice for Aboriginal and Torres Strait Islander people through strategic litigation, law reform and education.

The Asset Management Officer will Lead, manage and be responsible for the corporate services for NAAJA and provide administrative support in respect of facilities management and compliance.

The work requires high levels of motivation, energy and a commitment to professional excellence.

Suitably qualified Aboriginal and Torres Strait Islander people are encouraged to apply.

### **REPORTING RELATIONSHIPS**

The Asset Management Officer will report to the Chief Finance Officer (CFO)

### **DUTIES**

1. Provide assistance to the CFO regarding administration and operations of NAAJA.
  2. Liaise with and assist all departmental managers on day to day operations of NAAJA.
  3. Establish and maintain effective liaison with other departments on matters relating to day to day NAAJA property and assets and maintain effective reporting procedures.
  4. Oversee compliance of security systems.
  5. Manage day to day maintenance of video conferencing facilities.
  6. Manage NAAJA data programs.
  7. Oversee travel bookings.
  8. Management of IT system.
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#### **HEAD OFFICE: DARWIN**

61 Smith Street  
GPO Box 1064 DARWIN NT 0801  
Tel: 08 8982 5100 Fax: 08 8982 5190

#### **KATHERINE**

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9. Management of office equipment.
10. Develop, implement and operate archive system.
11. Management of vehicles.
12. Management of leasing and repairs of NAAJA properties.
13. Ensure the day to day management of the NAAJA Corporate Services contracts including cleaning, insurance, communications, travel, counselling, security, airconditioning service, power and water, stationery, printing

### SELECTION CRITERIA

#### **Essential:**

1. Demonstrated knowledge of the NAAJA group and the organisations aims and purpose.
2. A demonstrated knowledge and understanding of the issues affecting Aboriginal people in the Top End.
3. Demonstrated experience and knowledge in management of property, maintenance and security.
4. Demonstrated experience and knowledge of archiving systems
5. Demonstrated administrative skills.
6. Demonstrated written and oral communication, negotiation, conflict resolution and organisational skills.
7. Demonstrated ability to determine resource needs and allocate resources
8. Current NT "C" Class Driver's licence or ability to readily obtain
9. Ability to obtain a "Working With Children Clearance" (Ochre Card) upon commencement
10. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

***Please note: applicants for this position must address the selection criteria in their written application.***

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## Basic Employment Conditions

### Position: ASSET MANAGEMENT OFFICER

- 1) **Probationary Period:**  
6 months
- 2) **Place of Employment:**  
Darwin
- 3) **Hours of Work:**  
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**  
PSO4.1 - \$66,600  
As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450.15 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)
- 5) **Allowances:**  
Annual Airfare Entitlement payable per annum after 12 months qualifying service  
Darwin - \$1,150
- 6) **Superannuation:**  
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 7) **Annual Leave:**  
5 Weeks per annum. Leave loading of 17.5% will be payable on annual leave. An additional 3 days of leave at Christmas, in line with the *NAAJA Enterprise Agreement 2015-2019*
- 8) **Long Service Leave:**  
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 9) **Personal (Sick, Bereavement, and Compassionate) Leave:**  
15 days per annum. On termination of employment, employees with 7 years continuous service with NAAJA will be entitled to a payout of 50% of unused Sick Leave credits.
- 10) **Other:**
  - Where a Legal Practising Certificate is required, evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
  - Satisfactory Working With Children Clearance Check on commencement
  - Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

#### **Disqualification and conviction of serious offences**

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.

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