



## North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email [mail@naaja.org.au](mailto:mail@naaja.org.au)

### Duty Statement

**POSITION: General Counsel**

**LOCATION: Darwin**

#### POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) aims to empower Aboriginal people and advance the interests and aspirations of the Aboriginal community through the provision of a comprehensive range of legal and support services throughout the Northern Territory.

The Top End Criminal Law Section of NAAJA consists of criminal solicitors supported by secretarial and client service staff who play a vital role in ensuring the provision of effective legal services to our clients. The Top End Criminal Law Section is an extremely busy section, which requires staff members to demonstrate 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 General Counsel will report to the.

#### GENERAL DESCRIPTION

The General Counsel is a proven senior criminal lawyer with particular responsibility for serious indictable work including Plea hearings, Trials, Local Court Appeals and Court of Criminal Appeals. The position will provide a major role in ensuring of the high professionalism and quality of representation of clients in NAAJA's Supreme Court practice.

#### KEY RESPONSIBILITIES

1. Act as Lead Counsel in complex indictable matters.
2. Support and maintain the efficient and effective management of the Criminal Law practice.
3. In consultation with the Top End Crime Manager and Practice Manager develop and implement comprehensive practice management procedures in the Criminal Law Section with particular emphasis on maintaining and improving the Client Management System, and on quality of service.

#### HEAD OFFICE: DARWIN

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

#### KATHERINE

32 Katherine Terrace  
PO Box 1944 KATHERINE NT 0851  
Tel: 08 8972 5000 Fax: 08 8972 5050

#### ALICE SPRINGS

55 Bath Street, ALICE  
SPRINGS NT 0870  
Tel: 08 8950 9300

#### TENNANT CREEK

61 Patterson Street,  
TENNANT CREEK Tel:  
(08) 8962 1332



## North Australian Aboriginal Justice Agency

---

### DUTIES

1. Provide high level legal advice and representation to Aboriginal people charged with criminal offences in the Local Court and Supreme Court.
2. Provide leadership to legal staff, including interns.
3. With the Top End Crime Manager, co-ordinate the Supreme Court practice for the Top End and liaise with other NAAJA offices.
4. In consultation with the Top End Crime Manager, develop and implement training plans for staff in the Criminal Law Section.
5. Provide support in relation to the management of the Criminal Law Section in the absence of the Top End Crime Manager, including management of the secretarial staff and CSOs.
6. Maintain and develop positive relationships with key stakeholders.
7. Other duties as reasonably directed.

### SELECTION CRITERIA

#### **Essential:**

1. Admission (or eligibility for admission) as a legal practitioner in the Northern Territory.
2. An understanding of the issues affecting the disproportionate involvement of Aboriginal people in the criminal justice system. Including a demonstrated empathy and sensitivity to Aboriginal people, history and culture (Previous experience in dealing with Aboriginal people or organisations would be seen as highly desirable).
3. Significant experience in criminal law.
4. An understanding of the legal system in the Northern Territory and how it relates to Aboriginal people in the Top End.
5. Extensive advocacy and appellate level experience.
6. Demonstrated supervision experience of other legal practitioners and non-legal staff.
7. Superior time management and organisational skills.
8. Excellent communication skills, including the ability to communicate effectively with Aboriginal people living in the Top End of the Northern Territory.
9. Ability to work constructively with a diverse team of legal and non-legal staff to achieve the goals of the position.
10. Current NT Driver's License.
11. 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.***

---

#### HEAD OFFICE: DARWIN

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

#### KATHERINE

32 Katherine Terrace  
PO Box 1944 KATHERINE NT 0851  
Tel: 08 8972 5000 Fax: 08 8972 5050

#### ALICE SPRINGS

55 Bath Street, ALICE  
SPRINGS NT 0870  
Tel: 08 8950 9300

#### TENNANT CREEK

61 Patterson Street,  
TENNANT CREEK Tel:  
(08) 8962 1332



## North Australian Aboriginal Justice Agency

---

### **Basic Employment Conditions**

#### **Position: General Counsel – Top End**

- 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:**  
EO 4.1 \$172,269 – EO4.3 \$186,527
- 5) 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)
- 6) **Allowances:**  
Annual Airfare Entitlement payable per annum after 12 months qualifying service  
\$1,150
- 7) **Superannuation:**  
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 8) **Annual Leave:**  
6 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*
- 9) **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.
- 10) **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.
- 11) **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 license is required. Evidence of a current NT "C" Class driver's license 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 practicing 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.

---

#### **HEAD OFFICE: DARWIN**

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

#### **KATHERINE**

32 Katherine Terrace  
PO Box 1944 KATHERINE NT 0851  
Tel: 08 8972 5000 Fax: 08 8972 5050

#### **ALICE SPRINGS**

55 Bath Street, ALICE  
SPRINGS NT 0870  
Tel: 08 8950 9300

#### **TENNANT CREEK**

61 Patterson Street,  
TENNANT CREEK Tel:  
(08) 8962 1332