



## North Australian Aboriginal Justice Agency

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

### PARALEGAL – CIVIL LAW

<b>Salary</b>	<b>PSO 5.1 (\$93,136)</b>
<b>FTE</b>	Full or Part Time
<b>Location</b>	Darwin, Katherine or Alice Springs
<b>Reports to</b>	Deputy Managing Lawyer, Managing Lawyer

#### About NAAJA:

Be a part of one of Australia's most dynamic, diverse, and challenging legal practices. NAAJA provides legal aid for Indigenous people in the Northern Territory, with offices in Darwin, Palmerston, Katherine, Tennant Creek, and Alice Springs.

We are a leading Australian legal service and have received both National and Northern Territory human rights awards for our work. We are committed to providing quality representation for our clients and bringing about long-term change in the justice system. Our staff are motivated, dedicated and do work that matters.

#### Position Overview:

NAAJA's civil law practice is an extremely busy and diverse one, with practice areas including police accountability, child protection, adult guardianship, consumer, discrimination, tenancy, social security and victims of crime assistance claims.

The Paralegal – Civil Law will provide support and assistance to Lawyers in the conduct of litigation and casework across the Civil Section, with a focus on Coronial Inquests. The work requires high levels of motivation, energy and a commitment to professional excellence.

#### DUTIES

1. Provide supports to Lawyers undertaking litigation and other casework in civil law in accordance with NAAJA's priorities and guidelines, as directed by the Managing Lawyer and Deputy Managing Lawyer, with a focus on Coronial Inquests.
2. Availability to travel to remote communities and stay overnight for up to 4 nights, to attend and conduct remote civil advice clinics as rostered.
3. Identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory.
4. Liaise with other NAAJA staff, government officers and community-based organisations as required.
5. Attend team and staff meetings as required.
6. Provide reports about casework and other operations undertaken as required.
7. Refer NAAJA clients to other agencies for assistance where appropriate.
8. Work co-operatively with civil law team including secretarial and client service staff.

**HEAD  
DARWIN**  
61 Smith Street  
GPO Box 1064  
DARWIN NT 0801  
**Tel:** 08 8982 5100

#### OFFICE:

**KATHERINE**  
10 Third Street  
PO Box 1944  
KATHERINE NT 0851  
**Tel:** 08 8972 5000  
**Fax:** 08 8972 5050

**ALICE SPRINGS**  
55 Bath Street  
PO Box 1670  
ALICE SPRINGS NT  
0870  
**Tel:** 08 8950 9300

**TENNANT CREEK**  
61 Paterson Street  
PO Box 56  
TENNANT CREEK NT  
0861  
**Tel:** 08 8962 1332

9. Other duties as required.

#### **Key Selection Criteria:**

1. Ability to provide material support to Lawyers undertaking litigation and other casework, including managing files, reviewing and summarising documents, conducting legal research and drafting documents such as chronologies and letter.
2. Demonstrated interest in civil law, particularly in Coronial Inquests.
3. Preparedness to undertake overnight travel to, and to work in, all NAAJA Offices and remote Aboriginal communities.
4. Ability to identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory, including an awareness of current issues facing Aboriginal and Torres Strait Islander people and understanding of their aspirations.
5. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
6. Ability to work constructively with a diverse team of legal and non legal staff to achieve NAAJA's goals.
7. Ability to meet deadlines.
8. Ability to obtain a "Working with Children Clearance" (Ochre Card) upon commencement.
9. Current drivers licence.
10. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

#### **HIGHLY DESIRABLE**

1. An ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
2. An understanding of the role and function of NAAJA

#### **Appointment subject to:**

- Rights within Australia.
- National Criminal history check
- Ochre Card

#### **Considerations:**

- This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- Six-month probation period.
- Non-smoking working environment.
- The contact details of at least two referees are required.
- Evidence of qualification attainment will be required.

#### **How to Apply:**

Applicants for this position must address the selection criteria in their written application, which should be sent to [Recruitment@naaja.org.au](mailto:Recruitment@naaja.org.au).

***Aboriginal and Torres Strait Islander people are strongly encouraged to apply.***