



North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email mail@naaja.org.au

SENIOR CIVIL LAWYER – HOUSING AND SOCIAL SECURITY

Position Title	Senior Civil Lawyer – Housing and Social Security
Salary	CILO 4.2 (\$109,614)
FTE	Fulltime
Location	Darwin, Alice Springs or Katherine
Reports to	Deputy Managing Solicitor, Managing Solicitor

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.

- Salary packaging options
- 6 weeks annual leave per year with leave loading
- Annual airfare

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

DUTIES

1. Provide advice to NAAJA clients on general civil law issues. This includes conducting advice clinics in urban and remote areas.
2. Undertake litigation and other casework in civil law in accordance with NAAJA's priorities and guidelines as directed by the Managing Civil Solicitor and Deputy Managing Civil Solicitors.
3. Provide support to the Managing and Deputy Managing Civil Solicitors in guiding and advising NAAJA staff, training and induction of new and existing staff, and the development and implementation of Civil Section policies and procedures.

HEAD OFFICE: DARWIN

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

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
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Tel: 08 8950 9300
Fax: 08 8953 0784

TENNANT CREEK

61 Paterson Street
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4. In collaboration with the Housing and Social Security Practice Group Consultant, lead the Housing and Social Security practice group or such other practice areas as are agreed from time to time. Duties include, but are not limited to:
 - a. Leading high-level litigation
 - b. Providing ongoing mentoring and supervision support to practice group members across all three offices.
 - c. Providing an induction to all new solicitors, interns and staff on issues relating to the practice group
 - d. Chairing bi-monthly strategy meetings
 - e. Co-ordinating bi-annual CPD
 - f. Updating and maintaining precedent systems
 - g. Coordinating stakeholder relationships and developing advocacy strategies
5. Provide support to the Managing Civil Solicitor, Deputy Managing Civil Solicitors and Practice Group Consultant when required.
6. Be available to travel to remote communities and stay overnight for up to 4 nights, to attend and conduct remote civil advice clinics when required
7. Represent the Civil Section at internal meetings and represent the Civil Section and/or NAAJA at meetings with external agencies with a focus on the housing and social security practice areas.
8. Attend team and staff meetings as required.
9. Identify policy/law reform issues of relevance to Aboriginal and Torres Strait Islander people in the Northern Territory. Contribute to policy discussions and assist with the preparation of written submissions with a focus on the practice area agreed with the Managing Civil Solicitor.
10. Liaise with other NAAJA staff, government officers and community-based organisations as required.
11. Provide reports about casework and other operations undertaken as required.
12. Other duties as required.

SELECTION CRITERIA

Essential:

1. Eligibility for Admission as a solicitor of the Supreme Court of the Northern Territory and the High Court of Australia.
2. Eligibility for an unrestricted practice certificate in the Northern Territory.
3. Demonstrated ability to undertake civil litigation and casework and provide civil law advice with limited supervision, including demonstrated experience in relevant practice areas.
4. Proven ability to mentor and/or supervise legal and non-legal staff.
5. Ability to undertake overnight travel to, and to work in, all NAAJA Offices and remote Aboriginal communities.
6. 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.
7. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
8. Demonstrated ability to work constructively with a diverse team of legal and non-legal staff to achieve NAAJA's goals.

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9. Well-developed time management skills including ability to meet deadlines and manage a diverse legal practice.
10. Current drivers licence.
11. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.
12. Satisfactory working with children check.

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 and a general knowledge of the legal process.

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.

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

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