



North Australian Aboriginal Justice Agency

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

SENIOR POLICY LAWYER – CORONIAL INQUESTS

| | |
|-------------------|--|
| Salary | CiLO 4.2 (\$106,422) – CiLO 4.3 (\$111,174) (depending on experience) |
| FTE | Fulltime (Negotiable) |
| Location | Darwin, Katherine or Alice Springs |
| Reports to | 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 Senior Policy Lawyer – Coronial Inquests will represent NAAJA's expertise and policy perspectives in strategic policy forums in relation to NAAJA's Coronial Inquest work, and will provide input and advice into NAAJA's internal and external policy work in relation to Inquests. The Senior Policy Lawyer will also have the opportunity to be involved in the conduct of Coronial Inquests as part of the newly established Coronial Inquests Practice Group. The work requires high levels of motivation, energy and a commitment to professional excellence.

Aboriginal and Torres Strait Islander people are encouraged to apply.

DUTIES

1. Prepare submissions, briefing papers and reports drawing on both the expertise of NAAJA staff, as well as through independent research and data analysis.
2. Provide support and high-level advice to the NAAJA executive to support them in meetings with Commonwealth and NT Government Ministers and senior executives.
3. Identify new and arising issues, coordinate appropriate research into those issues and develop policy responses.
4. Assess complex policy issues and make recommendations on appropriate policy development.
5. Build and maintain close linkages with relevant Aboriginal organisations and networks at a local, territory and national level in the interests of furthering reform and advocating on issues of shared concern.

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
ALICE SPRINGS NT 0870
Tel: 08 8950 9300
Fax: 08 8953 0784

TENNANT CREEK

61 Paterson Street
PO Box 56
TENNANT CREEK NT 0861
Tel: 08 8962 1332
Fax: 08 8962 2507



North Australian Aboriginal Justice Agency

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

6. Undertake litigation and other casework civil law, with a focus on Coronial Inquests, in accordance with NAAJA's priorities and guidelines as directed by the Managing Civil Lawyer and Deputy Managing Civil Lawyer.
7. Provide support to the Managing and Deputy Managing Civil Lawyer 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.
8. In collaboration with the Managing and Deputy Managing Civil Lawyer, and the Coronial Inquest Practice Group Consultant, lead the Coronial Inquest Practice Group with a focus on NAAJA's policy work in relation to Inquests.
9. Provide support to the Managing Civil Lawyers and/or Deputy Managing Civil Lawyers when required.
10. Represent the Civil Section at internal meetings and represent the Civil Section and/or NAAJA at meetings with external agencies with a focus on Coronial Inquests.
11. Attend team and staff meetings as required.
12. Liaise with other NAAJA staff, government officers and community-based organisations as required.
13. Provide reports about casework and other operations undertaken as required.
14. 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. An in-depth knowledge and understanding of the political, social, cultural, and economic circumstances facing Aboriginal people and communities in the NT.
4. Advanced research, oral and written skills, and a proven ability to communicate with influence to a broad range of audiences.
5. Demonstrated experience in developing substantial policy documents for a broad range of audiences.
6. Detailed knowledge of the policies, programs and processes of government departments and authorities as they relate to Aboriginal people in the NT.
7. Excellent interpersonal skills, ability to communicate effectively with management and staff across the organisation, and with the Aboriginal leadership, Aboriginal organisations, and community members.
8. Demonstrated ability to undertake civil litigation and casework and provide civil law advice with limited supervision, including demonstrated experience in Coronial Inquests.
9. Demonstrated ability to work constructively with a diverse team of legal and non-legal staff to achieve NAAJA's goals.
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.

Appointment subject to:

- Working rights within Australia.
- National Criminal history check
- Ochre Card

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
ALICE SPRINGS NT 0870
Tel: 08 8950 9300
Fax: 08 8953 0784

TENNANT CREEK

61 Paterson Street
PO Box 56
TENNANT CREEK NT 0861
Tel: 08 8962 1332
Fax: 08 8962 2507



North Australian Aboriginal Justice Agency

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

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.

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
ALICE SPRINGS NT 0870
Tel: 08 8950 9300
Fax: 08 8953 0784

TENNANT CREEK

61 Paterson Street
PO Box 56
TENNANT CREEK NT 0861
Tel: 08 8962 1332
Fax: 08 8962 2507