



North Australian Aboriginal Justice Agency

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

CIVIL LAWYER

Position Title	Lawyer – Civil Law
Salary	CILO 3.2-3.3 (\$96,479–99,942) depending on experience
FTE	Fulltime
Location	Darwin
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.

- 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. This position will have a focus on housing and social security matters.

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

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
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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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Tel: 08 8962 1332
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Key Selection Criteria:

1. Eligibility for Admission as a solicitor of the Supreme Court of the Northern Territory and the High Court of Australia.
2. Demonstrated interest and experience in civil law.
3. Ability to undertake civil litigation and casework and provide civil law advice with limited supervision.
4. Preparedness to undertake overnight travel to, and to work in, all NAAJA Offices and remote Aboriginal communities.
5. 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.
6. Excellent interpersonal, oral and written communication skills including effective cross-cultural communication skills, and willingness to work with cultural and language interpreters.
7. Ability to work constructively with a diverse team of legal and non-legal staff to achieve NAAJA's goals.
8. Ability to meet deadlines.
9. Ability to obtain a "Working with Children Clearance" (Ochre Card) upon commencement.
10. Current drivers licence.
11. 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.

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

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