



North Australian Aboriginal Justice Agency

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

CUSTODY NOTIFICATION SERVICE (CNS) - Solicitor

Position Title	Solicitor – CNS
Salary	Crim LO1.1 – 1.2
FTE	Full time or Part time
Location	Northern Territory
Commencement	Immediately
Positions	1
Reports to	CNS Coordinator

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 criminal law section is the largest criminal defense practice in the Northern Territory, with a reputation for high quality advocacy. We provide representation in summary and indictable criminal matters in Darwin and remote circuit courts, and undertake significant Supreme Court trial and appellate work on behalf of our Aboriginal clients.

The Custody Notification Service (CNS) Solicitor is responsible within this Service of providing a 24-hour legal information and support phone line for Aboriginal people taken into police custody. In particular the position holder will:

- Be placed on a roster where they will be on-call 24 hours a day for periods of up to 7 days, by negotiation.
- Service the CNS phone line for the shifts allocated on weekdays, weekends, public holidays and after hours.

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

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
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Tel: 08 8962 1332
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Duties

1. Assess if the person in custody is facing any self-harm threat or requires any duty of care notification or response.
2. Contact the person's family to ensure parental or family concerns for their whereabouts and health are minimised.
3. Provide legal advice over the CNS telephone to persons in custody.
4. Complete CNS forms and logs.
5. Service the CNS phone line for the shifts allocated on weekdays, weekends, public holidays and after hours.
6. Liaise with and update the CNS Coordinator on any matters pertaining to the persons in custody.
7. Develop and maintain stable, productive, professional and collaborative intra-office working relationships between all staff members.
8. Maintain an up-to-date knowledge of relevant criminal law legislation, case law and court procedures.
9. Ensure the lawful achievement of NAAJA core business objectives to the highest standards of probity and efficiency, and with due reference to the interests of all stakeholders.
10. Provide considered, independent, balanced and professional legal advice.
11. Ensure all policies and practices are ethical and comply with the NAAJA policies and workplace health and safety legislation and promote the establishment of equal employment and access in accordance with agreed statutory policy.
12. Keep up-to-date on legal developments and procedures. Identify training needs and attend training to maintain professional standards and retain a practicing certificate.
13. Other duties as directed.

Key Selection Criteria:

1. Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities and staff.
2. Excellent written and verbal communication skills; including the ability to effectively communicate with clients and police officers.
3. Legal qualifications and a NT Practising Certificate (or be able to obtain one immediately).
4. Up-to-date knowledge of the Criminal Law, including practice and procedure.
5. The ability to generate and log relevant client related information.
6. Proven capacity to identify and understand legal issues facing socially and economically disadvantaged Aboriginal peoples.
7. Proven capacity to provide strong client advisory, support and advocacy role and capacity to provide quality legal advice to Aboriginal people in custody.
8. Ability to meet deadlines, work without supervision and manage a diverse workload, together with high level conceptual, and analytical skills.
9. Demonstrated commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace.

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10. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Appointment subject to:

- Rights within Australia.
- National Criminal history check
- NT Practising Certificate
- Working with Children Clearance (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.
- The contact details of at least two referees are 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.

Dated: December 2024

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