



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: MANAGING CRIMINAL LAWYER, DARWIN

LOCATION: DARWIN

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Northern Territory. We have offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

NAAJA's legal practice is the largest in the Northern Territory, providing high quality, culturally proficient and accessible advice, casework and court advocacy in both criminal and civil law. NAAJA particularly seeks to achieve social justice for Aboriginal and Torres Strait Islander people through strategic litigation, law reform and education.

The Darwin Criminal Law section consists of criminal solicitors supported by secretarial and client service staff who play a vital role in ensuring the provision of effective legal services to our clients. The Darwin Criminal Law section is an extremely busy section, which requires staff members to demonstrate high levels of motivation, energy and a commitment to professional excellence.

The Managing Criminal Lawyer is responsible for:

- the effective operation of the Darwin office, including through the development and maintenance of appropriate policies and procedures;
- managing and supervising legal staff; and
- providing high quality legal advice and representation to clients in criminal law.

Aboriginal and Torres Strait Islander peoples are encouraged to apply.

REPORTING RELATIONSHIPS

The Managing Criminal Lawyer, Darwin reports to the Crime Manager.

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

DUTIES

1. Manage the Darwin office, ensuring the highest professional standards are maintained in the legal practice and that all administrative and related systems operate effectively to support that practice.
2. Provide supervision, and ensure the provision of appropriate support and training, to criminal lawyers.
3. Implement and monitor policies and guidelines in accordance with management direction and practice.
4. Coordinate regular meetings within the Criminal Law Section and other relevant meetings that are necessary for the good management of the criminal section.
5. Allocate matters and co-ordinate the roster in conjunction with the Practice Manager, Crime Manager, and other regional managing solicitors as appropriate.
6. Appear and/or brief counsel in a range of criminal matters for NAAJA clients including more complex legal work such as committals, Supreme Court pleas and trials, Local Court Appeals and Court of Criminal Appeal matters.
7. Provide advice on legal issues to clients, Crime Manager and the Principal Legal Officer and Chief Executive Officer as required.
8. Maintain a high level of knowledge and understanding of criminal justice issues impacting upon Aboriginal people through continuing education.
9. Manage conflicts and referrals to Legal Aid Northern Territory.
10. Ensure compliance with NAAJA's insurance obligation by conducting file audits and notifying the insurer where necessary.
11. Undertake work at circuit (bush) courts where necessary.
12. Identify issues that cause disadvantage to Aboriginal people in the criminal justice system and to assist NAAJA to respond to those issues through test cases, legal education, law reform and/or community development strategies.
13. Participate in NAAJA staff and team meetings as required.
14. Ensure a high level of confidentiality is maintained at all times.
15. Where required, to represent NAAJA in meetings and public forums.
16. Other duties as reasonably directed.

SELECTION CRITERIA

1. Admission (or eligibility for admission) as a legal practitioner in the Northern Territory with a minimum of 5 years post-admission experience in criminal law.
2. An understanding of the issues affecting the disproportionate involvement of Aboriginal and Torres Strait Islander people in the criminal justice system and a demonstrated empathy and sensitivity to Aboriginal and Torres Strait Islander people, history and culture. Previous experience in dealing with Aboriginal and Torres Strait Islander people or organisations would be seen as highly desirable.
3. Significant experience in criminal law, including extensive advocacy, trial and appellate level experience.
4. Demonstrated management and supervision experience of other legal practitioners and non-legal staff.
5. Superior time management and organisational skills.
6. Excellent communication skills, including the ability to communicate effectively with Aboriginal and Torres Strait Islander people living in the Top End.
7. Computer literacy including ability and willingness to prepare correspondence and reports, using email and electronic scheduling.
8. Ability to work constructively with a diverse team of legal and non-legal staff to achieve the goals of the position including a demonstrated willingness to seek advice from Client Services Officers on cultural issues and/or the assistance of the Crime Manager and Principal Legal Officer when necessary.

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

9. Current Drivers Licence with manual driving experience (Preferably with 4WD experience).
10. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.
11. A current working with children care (Ochre Card) and/or the ability to get one.

Please note: Applicants for this position must address the selection criteria in their written application, which should be sent to Recruitment@naaja.org.au

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

Basic Employment Conditions

**MANAGING CRIMINAL LAWYER,
DARWIN**

- 1) Probationary Period:**
6 months
- 2) Place of Employment:**
Darwin
- 3) Hours of Work:**
37.5 hours per week, 8:00am - 4:30pm Monday to Friday
- 4) Salary/Wages:**
EO4.1 \$172,269 to EO4.3 - \$186,527 per annum
As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)
- 5) Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service - \$1,150
- 6) Superannuation:**
As per the Commonwealth Superannuation Guarantee [Administration] Act 1992.
- 7) Annual Leave:**
6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.
- 8) Long Service Leave:**
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 9) Personal / Carer's Leave:**
15 days per annum.
- 10) Other:**
 - Evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
 - Satisfactory Working with Children Clearance Check on commencement
 - Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

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

Disqualification and conviction of serious offences

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.

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