

DUTY STATEMENT

POSITION:	SOLICITOR
LOCATION:	DARWIN
SALARY:	P2 (\$86,204-\$103,377)

POSITION OVERVIEW

The Domestic Violence Legal Service (DVLS) is a specialised standalone service providing information, education, advocacy, referral, legal support, legal advice and legal representation services to victims of domestic violence in the Darwin and Greater Darwin area.

The DVLS consists of a managing solicitor, two solicitors, an office co-ordinator, an administrative officer and a safety and wellbeing co-ordinator. DVLS provides a duty solicitor service at the Darwin Local Court during the Domestic Violence lists on Tuesdays and Fridays and ongoing casework representation to eligible clients in domestic violence proceedings. The service offers free legal advice clinics in Darwin, Palmerston and by phone.

The delivery of high quality legal advice and representation is essential. Policy development and the provision of information, advocacy, referral and community legal education activities are also high priorities.

REPORTING RELATIONSHIPS

The Solicitor shall report direct to the DVLS Managing Solicitor and the Executive Officers of the Northern Territory Legal Aid Commission.

CONDITIONS

A contract will be negotiated based on the qualifications and experience of the successful applicant.

DUTIES

1. In conjunction with the Managing Solicitor, plan and deliver high quality legal representation, advice, information, advocacy, education and assistance to identified target groups and members of the community;
2. Provide timely and effective representation of clients in domestic violence and associated matters by conducting negotiations, preparing high quality documentation and appearing as a solicitor and counsel in the Darwin Local Court and other courts as necessary;
3. Identify legal and non-legal issues to ensure appropriate referrals to other legal services and non-legal services;
4. Ensure the delivery of DVLS services is conducted in a culturally appropriate and responsive manner, and informed by a sound understanding of the dynamics of domestic violence and effects of trauma;
5. Liaise and network with relevant organisations to ensure high levels of collaboration with relevant agencies and minimise duplication;
6. Ensure compliance with the *Legal Profession Act*, the DVLS guidelines, and all legislation, subordinate legislation and professional standards applicable to the conduct of the legal practice;
7. Identify and advise the Managing Solicitor of wider policy issues arising from DVLS services and develop strategies to advocate to relevant agencies in relation to those issues;
8. Participate in law reform and policy initiatives as required;
9. Assist with the development and delivery of community legal education to other legal services and domestic violence service providers;
10. Represent DVLS at community meetings and section meetings as required;
11. Undertake administrative duties within DVLS as required and contribute generally to the efficient administration of the DVLS; and
12. Other reasonable duties as directed by the Managing Solicitor.

SELECTION CRITERIA

ESSENTIAL

1. Admission or eligibility for admission as a Barrister and Solicitor of the Supreme Court of the Northern Territory of Australia.
2. A minimum of 2 years post-admission experience in legal practice, with at least 1 year in domestic violence law and/or family law.
3. Demonstrated experience in providing legal advice, information and appropriate referrals to other legal and non-legal services to clients from diverse backgrounds.
4. Ability to represent and appear for clients in Court on a duty basis and at hearing in domestic violence proceedings.
5. Ability to negotiate with police representatives, defendants, prosecutors and others on behalf of clients.
6. Ability to respond to clients in crisis situations.
7. Demonstrated knowledge of dynamics of domestic and family violence and the ability to respond effectively to clients affected by domestic violence and trauma.
8. High level verbal and written communication skills; including the ability to communicate effectively with people from diverse backgrounds, including LGBTIQ, Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander people.
9. Understanding of and ability to maintain client confidentiality.
10. Demonstrated ability to work both independently and as part of a small team, and use initiative with minimum supervision.

DESIRABLE

11. A minimum of 2 years post-admission experience in domestic violence law and practice or a related practice area.
12. Demonstrated knowledge of NT Domestic and Family Violence law and practice.
13. Experience in the preparation and delivery of community legal education information and resources.

To be considered for this position, you must provide a resume and a statement addressing the selection criteria by **4pm Tuesday, 9 March 2021**

Applications addressing the selection criteria should be submitted by email to the HR Manager at humanresources@legalaid.nt.gov.au