

**JOB DESCRIPTION**

**Senior Lawyer Civil/Family Law**

Location Alice Springs

Position Status Full-time

Hours of work 8.30am – 5pm Monday to Friday

Duration The position is subject to satisfactory completion of a 6 month probationary period and is subject to ongoing funding

Other conditionsDue to the nature and requirements of this role, applicants are required to be female.

**Salary and Conditions**

* A very competitive salary is offered depending on relevant qualifications and experience.
* Generous salary sacrificing is available.
* The Employer pays superannuation at 11%, 4 weeks annual leave plus an extra 2 weeks well-being leave and other leave as per National Employment Standards
* Relocation expenses are available for interstate candidates as per CAWLS policy.

**Accountability**

* The position reports to the Senior Management Team
* Employment is subject to the completion of a six month probationary period, which may be extended.
* The employee will be subject to an annual performance review linked to objectives set out for the position.

**Our Values**

**Responsive and trustworthy • Inclusive and empowering • Collaborative and accountable**

**Agency Overview**

Central Australian Womens Legal Service delivers a holistic, culturally safe, trauma informed intensive service model across the Central Australia & Barkly regions.

At CAWLS we aspire for a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal matters and other inter-connected issues; providing legal assistance, community legal education, and specialised support services for those affected by domestic violence.

Our objectives are:

- To provide free and confidential legal assistance and wrap-around support;

- To increase legal literacy and understanding through the provision of legal education;

- To enable professionals to identify, support and refer victims of domestic violence to appropriate services;

- To advocate for law and policy reform seeking changes beneficial to our clients.

**CAWLS is funded by the Commonwealth Attorney-General’s Department, the National Indigenous Australians Agency and the Northern Territory Government.**

**Primary Objectives**

The Primary objectives of the role are;

* To work with the CAWLS Management Team for the overall success of the service providing high quality legal advice and casework to CAWLS clients;
* To enable, educate and empower women to better engage in the legal system so that their rights can be considered and respected;
* To assist in creating a bright and safe future for all women and children, helping them to live with dignity and respect, free from all forms of violence and abuse;
* To assist CAWLS to fulfil all obligations pursuant to funding agreements ensuring the service is compliant with all regulatory bodies.

**Key Duties**

**Legal Advice and Casework Service**

* Provide high quality family and civil legal advice and representation within CAWLS areas of practice and guidelines.
* Provide representation services (in accordance with organisational policies and procedures) to clients including duty services, dispute resolution, Court/Tribunal advocacy, either by personal appearance or briefing counsel to appear.
* Assist clients with appropriate referrals to other services and agencies when necessary.
* Develop and maintain appropriate networks with relevant organisations, engaging in partnership development activities and represent CAWLS at stakeholder meetings and in other professional networks.
* Support other staff, particularly when they are out of office, by taking responsibility for their files.

**Administration**

* Maintain effective file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies of the service to ensure collection of relevant data and statistics and provide reports to the CAWLS Management team.

**General**

* Undertake training/professional development in consultation with Senior Management Team.
* Ensure compliance with CAWLS policies and procedures.
* Participate in regular staff and supervision meetings and annual performance appraisal.
* Monitor and evaluate areas of responsibility in line with performance review and the Centre’s organisational planning and provide written reports as requested.
* Maintain a teamwork approach at all times.
* Other relevant duties as directed.

**Selection criteria**

Essential:

* Eligible to hold a Practising Certificate in the Northern Territory, and;
* Minimum 3-5 years post-admission experience in a broad range of matters, particularly in family law and/or civil litigation.
* Demonstrated commitment to meeting the legal needs of disadvantaged groups and commitment to social justice and equality.
* Understanding of the dynamics of domestic and family violence as it affects women.
* Understanding of legal, economic and social issues affecting women in the Northern Territory, particularly Central Australia and the Barkly regions.
* Demonstrated experience in working autonomously with minimum supervision and as a member of a small multi-disciplinary team in co-operation with others.
* Demonstrated computer literacy and high level written and oral communication skills, including the ability to simplify legal jargon.
* Current NT Driver’s License and NT Ochre Card & Criminal history check (or the ability to obtain)

Desirable:

* Previous experience working in a Community Legal Centre or similar organisation.
* Experience working with people from Culturally and Linguistically Diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.
* Previous experience in a family law practice or civil litigation team.

**Information for Applicants**

All CAWLS staff and volunteers are required to:

* Support and demonstrate CAWLS values and ethics
* Act at all times in accordance with CAWLS Code of Conduct , confidentiality agreement and policies
* Comply with CAWLS Work Health Safety Policies and practices
* Support a child safe organisation, undertake a National police check prior to commencement and hold a current NT ochre card at all times

The application should include a cover letter, an address to the selection criteria, a detailed resume/CV, and two referees.

The application is to be submitted to recruitment@cawls.org.au using the subject line: ‘Senior Lawyer Application’.

For more information contact Alice de Brenni, Business Manager on 89524055 or [recruitment@cawls.org.au](mailto:recruitment@cawls.org.au)