

**JOB DESCRIPTION**

**Solicitor**

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 competitive salary is offered depending on experience. Generous salary sacrificing is available. The Employer pays superannuation at 10% and 6 weeks annual leave (pro rata) and reimbursement for some relocation expenses is available for interstate candidates.

**Accountability**

The employing body is CAWLS. The Legal Practitioner is supervised by and reportable to the Senior Management Team.

**Our Values**

**Integrity, Respect, Inclusion & Quality**

**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; 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;

- 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 provide 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.
* 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 legal advice and representation within CAWLS areas of practice and guidelines.
* Represent clients at the local court, in the Federal Circuit court and other tribunals as necessary and to assist with the provision of duty lawyer services.
* Assist clients with appropriate referrals to other services and agencies when necessary.
* Undertake Outreach to provide legal advice and representation to women in remote communities.
* Assist the CLE lawyer to plan, deliver and evaluate community legal education resources and presentations as required.
* Develop and maintain appropriate networks with relevant community based organisations, engaging in partnership development activities with agencies and other local parties in order to build awareness of the service for CAWLS clients.
* Undertake and/or participate in policy and law reform as required.
* Assist with provision of educative programs and publications for health professional awareness on the law and the legal system, in particular family and domestic violence.
* Assisting with the writing and editing of texts for publication.
* Support other staff, particularly when they are out of office, by taking responsibility for their files.
* Other duties as delegated by the Senior Management team.

**Administration**

* Maintain effective collection of relevant data and statistics, file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies of the service.

**General**

* Undertake training/professional development in consultation with the Practice Manager.
* 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:

1. Eligible to hold a Practising Certificate in the Northern Territory.
2. Minimum 2-3 years post-admission experience in a broad range of matters, particularly in family law, civil and Family and Domestic violence.
3. Demonstrated commitment to meeting the legal needs of disadvantaged groups. Commitment to social justice and equality.
4. Understanding of the dynamics of domestic and family violence as it affects women.
5. Understanding of legal, economic and social issues affecting women in the Northern Territory, particularly Central Australia and the Barkly regions.
6. Demonstrated experience in working autonomously and as a member of a small multi-disciplinary team in co-operation with others.
7. Demonstrated computer literacy and high level written and oral communication skills, including the ability to simplify legal jargon.
8. Current NT Driver’s License, NT Ochre Card & Criminal History check (or the ability to obtain).

Desirable:

* Previous experience working in a Community Legal Centre.
* Experience working with people from culturally and linguistically diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.

**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 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: ‘Solicitor Application’.

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