



TOP END WOMEN'S LEGAL SERVICE INC.

FREE LEGAL ADVICE FOR WOMEN

Advice | Information | Referral | Advocacy

A | 2/17 Lindsay Street, Darwin NT 0801

P | GPO Box 1901, Darwin NT 0801

ABN | 42 830 944 178

T | (08) 8982 3000 or 1800 234 441

F | (08) 8982 3009

E | admin@tewls.org.au

POSITION DESCRIPTION & SELECTION CRITERIA CIVIL LAWYER 15 MONTH CONTRACT FOR SERVICE TOP END WOMEN'S LEGAL SERVICE INC. (TEWLS)

Project funding has been received to provide Legal Health Checks (LHC) and Legal Education Sessions (LES) to Culturally and Linguistically Diverse (CALD) women in the Greater Darwin Region over 15 months.

Position Title	Solicitor (CALD LHC LIS) 2+ years PAE in civil and/or family law
Location	Darwin
Salary	Remuneration commensurate with experience. Salary sacrificing is available. Employment conditions as per the Social, and Community Services Industry Award 2010 (SCHCADS).
Hours	Full-time, preferred : 15-month contract
Contact Officer	Vanessa Lethlean, Managing Solicitor
Application Closing	Sunday 27 September 2020, 11:59pm.

If you wish to apply for the position and join a small and energised, collegiate, high achieving team, please submit a resume and a statement addressing both essential and desirable selection criteria.

Send your application to:

TEWLS Managing Solicitor, Vanessa Lethlean

Email: admin@tewls.org.au

Phone: (08) 8982 3000

Position Description

TEWLS is a not for profit, specialist women's legal service providing free legal services for women in the Top End of the Northern Territory. Our purpose is to advocate to achieve justice for women, to promote women's human rights, and to redress inequalities experienced by women.

TEWLS provides high quality, responsive and culturally appropriate legal advice, casework and representation, community legal education, and advocacy in the areas of civil and family law to women living in the Greater Darwin region.

In August 2020, TEWLS received funding to undertake a LHC and LES with CALD women in the Greater Darwin region. The position will work within a small team of 3, that includes a CALD client officer and an existing in-house lawyer. The position would ideally commence in or prior to November 2020.

The Solicitor reports to the Managing Solicitor, and will:

1. Provide inhouse and outreach family and civil law legal advice and casework services to CALD women at free legal advice clinics, including by tribunal and court representation at Territory and Federal levels;
2. Develop and deliver training (legal education) for CALD women at inhouse and outreach locations;
3. With the assistance of other TEWLS staff, identify the legal issues relevant to CALD women within the Darwin region and develop law reform projects in these areas, including translated legal information factsheets;
4. Provide TEWLS with feedback on a regular basis concerning the legal needs of CALD women within the Darwin region;
5. With the assistance of other TEWLS staff, identify the legal issues relevant to women within the Darwin region and develop and present appropriate community legal education seminars and materials in these areas;
6. Liaise and meet regularly with salient key stakeholders regarding the Project and CALD women within the Greater Darwin Region;
7. With the assistance of other TEWLS staff, produce interim and final reports for publication including a statistical snapshot, and as required under the Project;
8. Represent TEWLS at meetings as required;
9. Undertake personal administrative duties within TEWLS as required;
10. Participate in staff meetings and other TEWLS planning activities; and
11. Other duties as direct by the Managing Solicitor.

Selection criteria

The position requires an organised and self-motivated individual to form part of our dynamic team.

Please address the selection criteria in your application:

Selection Criteria Essential

1. Hold or eligible to hold a Practising Certificate in the Northern Territory, with two or more years PAE in Family and/or Civil Law.
2. An understanding of the issues facing women in the NT, particularly CALD women, women experiencing domestic violence and women in prison.
3. A commitment to promoting the interests of women.
4. A demonstrated ability to provide high quality legal information advice, casework services, reports, and court experience in family and/or civil law.
5. High level verbal and written communications.
6. Demonstrated ability to deal with confidential and sensitive issues with discretion and integrity.
7. Demonstrated ability to perform and interact as an efficient and productive team member and use initiative with minimum supervision.
8. Holder of a current driver's licence.
9. Experience in using Microsoft computers, and a willingness to perform administrative duties.
10. Ability to provide a National Criminal History Check and obtain a Northern Territory Ochre Card or already have these.

Selection Criteria Desirable

12. Relevant experience in the development and delivery of community legal education.