



**POSITION DESCRIPTION & SELECTION CRITERIA
SOLICITOR
TOP END WOMEN'S LEGAL SERVICE INC**

Position Title	Solicitor
Location	Darwin
Salary	Salary commensurate with experience Salary sacrificing is available. Employment conditions as per the Social, and Community Services Industry Award 2010 (SCHCADS).
Hours	Full-time, preferred.
Contact Officer	Vanessa Lethlean, Managing Solicitor
Application Closing	4pm on Friday 19 January 2018

If you wish to apply for the position, please submit a resume and a statement addressing both essential and desirable selection criteria. Send your application to:

Vanessa Lethlean
TEWLS
GPO Box 1901
Darwin NT 0801
Email: admin_tewls@clc.net.au

Position Description

TEWLS is a community legal service providing legal advice, casework and community legal education to women in the Top End. We also work to improve the law.

The Senior Solicitor reports to the Managing Solicitor, and will:

1. Provide general legal advice to women in the Top End free legal advice clinic.
2. Provide an outreach legal advice and casework service to women within the Darwin Region.
3. With the assistance of others TEWLS staff, identify the legal issues relevant to women within the Darwin region and develop a law reform projects in these areas.
4. Provide TEWLS with feedback on a regular basis concerning the legal needs of 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 welfare workers, community workers, and community groups and associations who work with women within the Darwin region.
7. Represent TEWLS at community meetings as required.
8. Undertake personal administrative duties within TEWLS as required.
9. Participate in staff meetings and other TEWLS planning activities.
10. Assist the Principle Solicitor with supervision of the other solicitors in the service as required.
11. Work with the Managing Solicitor in relation to the overall management of service as required.
12. 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.
2. An understanding of the issues facing women in the NT, particularly Aboriginal and Torres Strait Islander and culturally and linguistically diverse (CALD) women and women in prison.
3. A commitment to promoting the interests of women,
4. Demonstrated ability to provide high quality legal information advice, casework services and court experience in family and 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 team member and use initiative with minimum supervision, including experience in supervising and leading the team.
8. Holder of a current drivers licence.
9. Experience in using computers, especially Apple Mac's and a willingness to perform administrative duties.

Selection Criteria Desirable

11. Relevant experience in the development and delivery of community legal education
12. Relevant experience in law reform and lobbying.