



## Team Leader, General Legal Service

Darwin Community Legal Service

### We are looking for a passionate Team Leader to join our dynamic General Legal Service team

Darwin Community Legal Service (DCLS) is a free, confidential service that supports members of the community to protect their rights. Through fair access to legal advice and advocacy, we aim to resolve issues of injustice and disadvantage. Our service is independent and we aim to be fearless.

The Team Leader, General Legal Service, is responsible for the management of a team of Community Solicitors providing legal advice, casework and advocacy, delivering community legal education and advancing law reform. The role also has responsibility of our volunteer after hours legal advice clinics.

The role encompasses the below key responsibilities and objectives:

- Report to the Principal Solicitor in relation to practice management and risk management guidelines.
- Prepare written reports for the Board of Directors, AGM and other forums.
- Report against performance indicators as required by DCLS and the funding body.
- Monitor expenditure within a defined budget and coordinate funding applications
- Evaluate services and review services to better achieve outcomes
- Work as a member of the broader DCLS team to achieve strategic objectives
- Other duties as reasonably directed by the Principal Solicitor

### Essential Selection Criteria

1. Demonstrated commitment to social justice and human rights
2. Excellent oral and written communication skills and the ability to present information in a clear and concise manner
3. Knowledge and experience of legislation in the Northern Territory, and/or demonstrated ability to rapidly acquire this knowledge.
4. Well-developed interpersonal skills, including conflict resolution skills and the ability to work well within a team environment.
5. Demonstrated ability to work independently, take initiative, accept responsibility and meet deadlines and outcomes with quality output.
6. High level demonstrated staff management skills.
7. Understanding of the policy and political environment in the Northern Territory and how to effect change.

8. Excellent analytical skills.
9. Excellent computer literacy and ability to adapt to use of different systems
10. Eligibility for admission as a solicitor of the Supreme Court of the Northern Territory and at least 2 years unrestricted practice experience.

**Desirable selection criteria**

1. Experience in developing and delivering community education and training.
2. Hold current NT Driver's License.

Applications to be completed through the advertised vacancy ***on Seek by COB Monday 24 August 2020***. Applications must include an up to date resume and cover letter addressing the selection criteria. Only applicants shortlisted for interview will be contacted.

Starting salary level is \$94,438.50 for a contract period of 12 months, extensions subject to funding. DCLS pays above award wages and salary packaging is available. Superannuation 9.5%, 6 week's annual leave, generous conditions as per DCLS Enterprise Agreement. DCLS is an equal opportunity employer.

For further information call Hollie Garlepp on (08) 8982 1111.