

Our Organisation

Thiyama-li Family Violence Service Indigenous Corporation is an Aboriginal Community Controlled Organisation and Family Violence Prevention Legal Service, which provides legal and non-legal support services to Aboriginal and Torres Strait Islander people who have experienced domestic, family and sexual violence.

Thiyama-li's mission is to empower Aboriginal and Torres Strait Islander people not to tolerate violence. Thiyama-li is a professional organisation which is transparent and ethical, while providing a trusting and culturally safe environment.

Thiyama-li provides culturally appropriate and trauma-informed legal and non-legal support services to Moree, Walgett and Bourke in New South Wales.

Our Values

<i>Integrity</i>	<i>Leadership</i>	<i>Service</i>	<i>Impartiality</i>
<i>Accountability</i>	<i>Openness</i>	<i>Honesty</i>	<i>Respect</i>

Role

Principal Legal Officer

Location

Moree, New South Wales

Salary

\$115,000 per annum + Superannuation + Salary Packaging options

Employment Status

Full Time

Reports to

Chief Executive Officer

Delegations

Solicitors	Paralegals	Practice Managers
Client Support Officers	Community Development Officers	Administration Officers

Screening and other requirements

1. Admission to the Supreme Court of New South Wales
2. Principal of a Law Practice Practising Certificate with the Law Society of New South Wales
3. Admission to the High Court of Australia
4. Working With Children Check (Clear)
5. National Police Check (Clear)
6. NSW Driver Licence (Unrestricted)
7. Referee 1
8. Referee 2

The successful candidate must provide a copy of documents (1-6) and referee contact details (7-8) prior to receiving an offer of employment. Your referees must be able to attest to your professional experience as a principal of a law practice.

Workplace Health & Safety

In accordance with the *Work, Health & Safety Act 2011* (NSW), all workers are responsible for taking reasonable care to ensure that their acts and omissions are not harmful to the health and safety of themselves or others in the workplace.

Thiyama-li is committed to ensuring that adequate risk management processes are in place to prevent injury or harm to individuals, to protect assets, to protect the interests of the organisation and to limit the impact of any unavoidable risk.

We undertake our work and activities free from bullying, harassment and discrimination.

We take responsibility for performing our work and activities in a manner which ensures our own health and safety, as well as that of our co-workers and other persons who may be affected by our work and activities.

Purpose of Role

Thiyama-li Family Violence Service Indigenous Corporation is seeking a conscientious and dedicated person to be our Principal Legal Officer. **Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this position.**

Your position has the day-to-day responsibility for the leadership, management, supervision and support of our legal team, consisting of solicitors and paralegals.

You are responsible for making decisions about Thiyama-li's legal service delivery and overseeing non-legal service delivery to ensure compliance with New South Wales *Legal Profession Uniform Law* and *Solicitors' Conduct Rules*.

You represent Thiyama-li as a member of the National Family Violence Prevention Legal Services and member of Community Legal Centres New South Wales. You follow the *Legal Profession Uniform Law* and *Solicitors' Conduct Rules*.

You manage legal services in accordance with Community Legal Centres Australia's Risk Management Guide. You record data in accordance with the National Legal Assistance Data Standards Manual and in the Community Legal Assistance Services System (CLASS).

You collaborate with Thiyama-li's Chief Executive Officer, Finance Officer and Practice Managers to achieve Thiyama-li's mission and to meet key performance targets set by Thiyama-li's funder.

Your Responsibilities

1. Act ethically, honestly and professionally, and in the administration of justice.
2. Comply with all requirements under the New South Wales *Legal Profession Uniform Law* and *Solicitors' Conduct Rules*.
3. Ensure our solicitors and paralegals compliance with the *Legal Profession Uniform Law* and *Solicitors' Conduct Rules*, and that all other employees of Thiyama-li comply with the *Legal Profession Uniform Law* and *Solicitors' Conduct Rules*.
4. Oversee the delivery of culturally and trauma informed legal support services that are limited to:
 - a. Family and domestic violence support,
 - b. Victim support,
 - c. Sexual assault support,
 - d. Family law support,
 - e. Child protection support,
 - f. Victims compensation assistance, and
 - g. Witness assistance
5. Build and support a collaborative legal team practice environment.
6. Commit to delivering best practice legal services and strive to continually improve.
7. Be focused on achieving the Key Performance Targets of Thiyama-li's funder.
8. Manage, review and monitor requests for legal services to ensure workloads are reasonable.
9. Manage legal practice and legal service delivery in an efficient, productive and businesslike manner.
10. Represent Thiyama-li as a member of the National Family Violence Prevention Legal Services and Community Legal Centres New South Wales.
11. Participate in events for CLC NSW and events such as New South Wales Child Protection Week.
12. Prepare, deliver and assist with the delivery of tailored community legal education that is culturally appropriate, family centric and contributes to the prevention of domestic, family and sexual violence.
13. Adhere to Thiyama-li's policies and procedures.
14. Review Thiyama-li's policies and procedures to ensure currency and compliance with the law.

The responsibilities indicate the general nature of the responsibilities performed by our Principal Legal Officer. It is not to be interpreted as a comprehensive list of all duties and responsibilities. Thiyama-li's Position Description will be provided to the successful candidate prior to receiving an offer of employment.

Essential Criteria

1. Act ethically, honestly, professionally and assertively.
2. Value transparency and accountability, cooperation and collaboration.
3. Admission to the Supreme Court of New South Wales.
4. Admission to the High Court of Australia.
5. Current Principal of a Law Practice Practising Certificate with the Law Society of New South Wales.
6. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and the issues affecting Aboriginal and Torres Strait Islander people, including domestic, family and sexual violence, care and protection of children, and underlying contributing factors.
7. Communicate appropriately and sensitively with Aboriginal and Torres Strait Islander people.
8. Provide culturally appropriate and trauma informed legal support services to Aboriginal and Torres Strait Islander people.
9. Work with Aboriginal and Torres Strait Islander victims and survivors of domestic, family and sexual violence.
10. Experience as a Principal Solicitor.
11. Manage major casework, including final hearings for family law and care and protection law matters.
12. Manage minor casework, including applications for victims support under the New South Wales Victims Support Scheme.
13. Manage employees assertively and fairly, including addressing performance and conduct.
14. Manage competing priorities and deadlines.
15. Manage legal practice in an efficient, productive and businesslike manner.
16. Manage conflict sensibly, swiftly and respectfully, including addressing performance and conduct.
17. Be resourceful, proactive and solution focused.
18. Work with other managers and report to executive officers.
19. Work within policy, practice, procedure and budgets.
20. Work within the law and the requirements of Community Legal Centres Australia (CLCA) Risk Management Guide or other risk management framework.
21. Work within an accreditation framework.
22. Speak and write in plain English and communicate professionally and respectfully.
23. Meet Key Performance Targets and demonstrate this beyond the use of statistics.
24. Knowledge of CLCA Risk Management Guide.
25. Knowledge of National Legal Assistance Data Standards Manual.
26. Independently produce and manage files and documents.
27. Independently use platforms such as Outlook, Zoom and Teams.
28. Independently use Community Legal Assistance Services System (CLASS), Actionstep or other practice management system.
29. Independently use Microsoft programs such as Word, Excel and PowerPoint.
30. Independently use multi-factor authentication processes such as Microsoft Authenticator.
31. Independently use office equipment such as copiers, telephones and computers.
32. Work from 9:00am to 5:00pm, Monday to Friday.
33. Current New South Wales Driver Licence (Unrestricted).
34. Current Working with Children Check (Clear).
35. Current National Police Check (Clear).
36. Travel to Thiyama-li's Bourke and Walgett offices if required.

Applicants must email the following to jobs@thiyamali.com.au:

- 1. Covering letter, no more than 2 pages,**
- 2. Resume, no more than 4 pages, and**
- 3. Response addressing Essential Criteria, no more than 6 pages. Your response must provide actual examples of your skills, knowledge and experience. It must not simply confirm you can do what the criterion says.**