



North Queensland Land Council

Native Title Representative Body Aboriginal Corporation

POSITION DESCRIPTION

<u>POSITION:</u>	Legal Officer
<u>LOCATION:</u>	Cairns
<u>DESCRIPTION:</u>	Be part of a multi-disciplinary team contributing to the satisfactory performance of the NQLC's statutory functions as the recognised Native Title Representative Body under the <i>Native Title Act 1993</i> (Cth) for the Northern Queensland region, and provide legal advice, particularly in relation to native title claims.
<u>UNIT:</u>	Legal Unit
<u>LEVEL:</u>	Level 6, Steps 1 to 4 (subject to experience)
<u>SALARY:</u>	\$101,374 - \$109,999 plus superannuation
<u>REPORTING TO:</u>	Principal Legal Officer (PLO) or as directed by the PLO

The Legal Unit (as part of the Claims Team with the Anthropology Unit) performs the functions under the *Native Title Act 1993* (Cth) particularly related to the preparation and prosecution of native title determination applications (native title claims).

KEY WORK DUTIES:

1. Participate as a member of the Legal Unit in the efficient and effective delivery of the services of the Claims Team.
2. Under the supervision of the PLO, provide legal advice to, and take instructions from, native title claimants in relation to native title claims and related matters. This includes preparation for, and attendance at, relevant meetings which may occur in remote locations for the purpose of providing information and advice and seeking instructions related to native title claims and related matters.
3. Under the supervision of the PLO, assist to prepare for and attend case management hearings and mediations in the Federal Court.
4. Under the supervision of the PLO, assist to prepare and draft legal documents, including Form 1 NTDA's, pleadings, position statements, affidavits and witness statements, contracts and terms of reference for engaging expert witnesses.

5. Conduct negotiations under the supervision of the PLO with respondent parties in relation to native title claims and related matters on behalf of native title claimants.
6. Conduct negotiations under the supervision of the PLO or as directed by the PLO, on behalf of native title claimants in relation to agreements arising out of and connected with native title claims or cultural heritage.
7. Prepare regular reports on legal issues and undertake special projects particularly relating to native title, land and cultural heritage matters as required.
8. Assist the PLO and other staff to develop material suitable for presentation of workshops and seminars on issues related to native title.
9. Maintain an awareness of all legislation and policies of Commonwealth and Queensland governments which affect the functions of the NQLC and potential impact on native title rights and interests.
10. Provide assistance to the PLO in the provision of legal advice and services to the NQLC, its staff and its constituents.
11. Assist the PLO and other staff to ensure compliance with relevant legislation, contractual obligations and any terms or conditions required by funding agencies.
12. Assist the PLO to maintain and enhance the systems, processes and operations of the Claims Team.
13. Fulfil all professional legal responsibilities required to maintain a Practising Certificate to practice law in the State of Queensland, and enrolment on the Roll of Practitioners of the High Court of Australia.
14. Perform other duties as directed.

SELECTION CRITERIA:

1. A demonstrated understanding of, and respect for, Aboriginal societies and culture and the issues affecting Aboriginal people in contemporary Australian society.
2. Hold or be eligible to hold a Practising Certificate in Queensland and be enrolled or eligible to be enrolled on the Roll of the Practitioners of the High Court with 2-5 years post admission experience.
3. Detailed knowledge of, or ability to quickly acquire knowledge of all relevant Legislation, case law and any other relevant instruments.
4. Knowledge or ability to quickly acquire knowledge, of the laws and jurisdictions of the Courts and Tribunals of the State of Queensland and Commonwealth particularly as they relate to the Federal Court of Australia for making and determining of native title and related applications.
5. Demonstrated ability to conduct legal research and investigations.
6. Ability to co-ordinate a range of legal activities, provide cohesive reports and provide sound legal advice working within strict timeframes.

7. Demonstrated high level of written and oral communication and interpersonal skills to effectively engage with native title claimants and stakeholders.
8. Ability to work independently with a minimum of supervision and as part of a high performing multi-disciplinary team.
9. Preparedness to travel, including to remote locations when required.
10. Hold or be eligible to hold a Queensland Drivers Licence.