



# North Queensland Land Council

Native Title Representative Body Aboriginal Corporation  
ABN: 19 047 713 117 | ICN 1996 | www.nqlc.com.au

(07) 4042 7000  
1800 814 779 (Free call)  
PO Box 679 Cairns North QLD 4870

POSITION DESCRIPTION	
<b>POSITION:</b>	<b>Legal Administration Officer</b>
<b>LOCATION:</b>	<b>Cairns</b>
<b>DESCRIPTION:</b>	<b>Provide secretarial and administrative services to the NQLC's in-house solicitors in the Legal Unit of the Claims Team and support other administrative duties of the NQLC as requested.</b>
<b>UNIT:</b>	<b>Legal</b>
<b>LEVEL:</b>	<b>NTRB Officer Level 4 Steps 1 – 4</b> (incremental level commensurate with experience)
<b>SALARY:</b>	<b>\$79,729.19 - \$89,684.75 per annum</b>
<b>REPORTING TO:</b>	<b>Principal Legal Officer (PLO) and/or Authorised Manager</b>

## KEY WORK DUTIES

1. At all times work cooperatively with NQLC staff and management to fulfil legislative functions and corporate objectives in compliance with the NQLC policies and procedures, particularly in relation to but not limited by resources for claim related activities, electronic filing, lines of communication and code of conduct.
2. Provide legal administrative services to the Legal Unit including, but not limited to, drafting and preparation of legal documents, letters, memos, minutes, notes and agendas in a timely and professional manner.
3. Prepare reports or presentations using Microsoft Windows products and other programs.
4. Undertake word processing, photocopying, scanning, transcribing, various searches and general office duties.
5. Take phone calls and messages for the Legal Officers and other staff.
6. Take accurate minutes of meetings and file notes of telephone communications, and maintain electronic records, including databases and registers in accordance with NQLC policies and procedures. At the direction of the relevant NQLC Legal

Officer or PLO, circulate minutes to appropriate persons. Maintain the filing of Legal correspondence in a timely and orderly manner.

7. Prepare Applications for Expenditure for Manager and Finance approval.
8. Assist with the implementation of the NQLC's Electronic Document and Records Management System (EDRMS) as directed.
9. Work collaboratively with, and assist other staff as directed.
10. Provide relief reception duties and other administrative duties as directed.
11. Develop respectful working relationships with Native Title Applicants, Working Groups and the wider Native Title groups as a member of a multi-disciplinary team to progress native title claims and agreements, thereby assisting the North Queensland Land Council ("NQLC") achieve its statutory obligations and corporate objectives.
12. Be the principal point of contact in the NQLC for Native Title parties to be kept informed of relevant meetings, logistics, and other matters at the direction of the relevant NQLC Leal Officer or PLO.
13. Provide logistical support that ensures cost efficient delivery of NQLC services including, but not limited to, develop meeting/activity budgets; book meeting venues and catering; arrange transport and accommodation for clients, staff and consultants; and other related logistical support as directed.
14. Communicate to Native Title parties and others the NQLC's policies and procedures.
15. Attend and co-ordinate logistical support of NQLC and Traditional Owner meetings as directed.
16. Perform any other duties as required by Principal Legal Officer (PLO) and/or authorised Manager.

### **SELECTION CRITERIA**

- a. Demonstrated high level legal administrative skills.
- b. Ability to organise workloads to ensure operational goals are met.
- c. Excellent written and verbal communication skills.
- d. Demonstrated ability to prepare agendas and take minutes.
- e. Timely and accurate presentation of word processing and other documents.
- f. Demonstrated experience in managing sensitive and confidential information.
- g. Ability to work under pressure and meet deadlines.

- h. Excellent record keeping and filing skills.
- i. Demonstrated ability to work both as a team member, and unsupervised.
- j. Punctuality.
- k. Ability to communicate with Indigenous clients.

## **ESSENTIAL REQUIREMENTS**

- i. Demonstrated ability to prepare correspondence/documents in an effective and efficient manner.
- ii. Excellent time management and organisational skills.
- iii. Demonstrated ability to work with and communicate appropriately with Indigenous clients.
- iv. Demonstrated ability to multi-skill while ensuring a high level of attention to detail.
- v. Demonstrated ability to work unsupervised, to organise workloads and to work under pressure.
- vi. Demonstrated ability to work as a team player.
- vii. High level of general office and administrative skills.
- viii. Current Manual Qld Driver's Licence.

Note: Some out of office work to attend meetings and travel to outlying areas may be required.

*All positions at NQLC are subject to the continuation of funding. This job description outlines the current duties and responsibilities of the position. These will be reviewed as required with the position holder and are subject to change according to the needs and priorities of the NQLC.*