

Position title:	Legal Officer
Unit:	Legal - Claims
Employment type:	Full-time, Fixed Term Contract – 12 Months
Industrial instrument:	QSNTS Enterprise Agreement 2017 - 2019
Salary:	PO1 + 9.5% Superannuation (salary determined based on skills and experience)
Reports to:	Deputy Principal Legal Officer
Location:	Brisbane

Queensland South Native Title Services (QSNTS) is the native title service provider for the southern half of Queensland. QSNTS is a company limited by guarantee, funded under s.203FE of the *Native Title Act 1993* (Cth) to carry out the functions of a representative body. For further information, please visit <http://www.qsnts.com.au> or contact Cath Gracey, Human Resources Manager, on (07) 3224 1200.

1. Purpose

Assist with the delivery of a comprehensive legal service to maximise progression and determination of Indigenous land and water claims under the *Native Title Act (1993)* and to support Traditional Owners to pursue their rights and interests.

2. Key Responsibilities

- Under the direction of the Deputy Principal Legal Officer or Principal Legal Officer (DPLO/PLO):
 - Monitor progress against the case management plan, and provide regular updates.
 - Work collaboratively with team members to mitigate risks as they are identified.
 - Apply basic project management methodologies such as status reporting and project closure meetings to facilitate smooth running of claims management and continuous improvement.
 - Ensure that claims proceed in accordance with an established case management plan and within allocated budget.
- Assist the DPLO/PLO in preparing claims for mediation, and representing claimants in mediation, negotiations and legal proceedings:
 - Undertake field trips, liaise with native title groups and facilitate settlement negotiations with relevant stakeholders.
 - Prepare and deliver written and verbal communications and formal documents to progress native title claims and agreements, including (but not limited to): legal workshops, legal submissions and presentations, claims, documents and pleadings for tribunals and courts, briefs to Barristers, and reports to clients.
 - Liaise with Research Officers to gather facts to inform progress of native title claims.
 - Take accurate statements from potential witnesses, perform analysis and produce reports to inform preparation of native title claims, Indigenous land use and Future Acts agreements.
 - Appear before tribunals, at conferences and inquiries to present the legal facts of the claim.
- Assist with the provision of legal advice to support Prescribed Bodies Corporate (PBCs) to manage the

common law native title holders' native title rights and interests.

4. Assist with the development and implementation of strategies, policies and procedures regarding legal advice associated with native title claims.

3. Behavioural and Technical Competencies

Essential

1. Demonstrated Collaborative, Accountable, Courageous, Flexible and Resilient ways of working as per the Foundation proficiency level of the QSNTS Behavioural capability framework (attached).
2. Ability to handle Legal matters per the Core proficiency level of the QSNTS Legal technical framework (attached).
3. Ability to manage records the Core proficiency level of the QSNTS Records Management capability framework (attached).
4. Knowledge of current Indigenous issues in contemporary society and a commitment to the principles of advocacy and self-determination for Aboriginal and Torres Strait Islander People
5. Qualified to be admitted as a legal practitioner in Queensland and Federally.
6. Able and willing to undertake regular travel throughout Queensland.
7. A current open driver's licence.

4. Conditions of Employment

Co-opting arrangements

QSNTS needs to employ organisational arrangements which allow us to cater for the changing needs of our clients. The Implementation and Management Unit focuses on work associated with design, implementation and management of Prescribed Bodies Corporate. The unit will need to draw on the expertise of roles across the organisation. As such, each position within QSNTS includes the responsibility to perform duties within the Implementation and Management Unit when required. Duties will be at level and will be in alignment with the knowledge and skills necessary for their primary role.

Additional requirements

It is a condition of employment with QSNTS that you:

- Work in a safe manner and not put yourself or others at risk of injury or illness;
- Are committed to privacy and confidentiality; and
- Follow instruction, and act in accordance with QSNTS policy and procedures.