



South Australian Native Title Services

Position Description

Position Title: Legal Officer	Level: NTS LO1.1-3.3	Division: Native Title Services	
Reports To: Deputy Principal Legal Officer		Direct Reports: 0	
Primary Objective:			
<p>South Australian Native Title Services (SANTS) is a company limited by guarantee and established under s203FE(1) of the <i>Native Title Act 1993</i> (Cth) to be the Native Title Service Provider (NTSP) for South Australia to carry out all the functions of a representative body as set out in S203B of the Act. SANTS works co-operatively with a range of other native title providers, corporate bodies, clients and employees to deliver the SANTS Strategic Plan.</p> <p>The Legal Officer is accountable for ensuring the provision of legal services and advice to assigned native title claim groups and SANTS. The Native Title Services team exists to deliver a full range of statutory services to our clients to achieve the formal recognition and exercise of native title rights.</p> <p>All positions within South Australian Native Title Services (SANTS) are dependent upon continued funding from the Australian Government and the South Australian State Government. Given the sensitivity of the work of SANTS we are obliged to undertake a background check of applicants. In applying for the position, approval is given for SANTS to undertake necessary investigations satisfying employment, financial and criminal records checks.</p> <p>Key Objectives include:</p> <ol style="list-style-type: none"> I. Provide legal and high level strategic advice to native title claim groups and native title holders. II. Contribute to the Native Title Services team as a Lawyer. III. Work with other members of the legal team to ensure an effective service provision to internal and external clients. IV. Provide assistance and support in working with native title claimants and holders, Prescribed Bodies Corporate (PBCs), other Aboriginal Corporations and other staff within SANTS with high level advice and representation in relation to Native Title and related matters. 			
Legal Officer			
Approved By: Chief Executive Officer	Date of Issue: 14 December 2017	Position Description Number: NTSLO	Page 1 of 5

Position Dimension and Decision Making Authority:		Key Communication Contacts:	
Without referral to the Deputy Principal Legal Officer: <ul style="list-style-type: none"> Management of own workload Operational expenditure within budget After Consultation with the Deputy Principal Legal Officer: <ul style="list-style-type: none"> The provision of legal advice Strategic and Policy advice in relation to SANTS statutory functions Referred to Deputy Principal Legal Officer: <ul style="list-style-type: none"> Capital expenditure Supplier management 	Contact/Organisation	Purpose/Frequency of Contact	
	Deputy Principal Legal Officer	Daily <ul style="list-style-type: none"> Direction and achievement of all accountabilities and objectives. Accountable for all position deliverables 	
	Senior Managers	As required <ul style="list-style-type: none"> Provide assistance at times. 	
	Staff	Daily <ul style="list-style-type: none"> Participate as part of the SANTS Team. 	
	Clients and External Bodies	As Required <ul style="list-style-type: none"> To provide leadership, advice, co-ordination and facilitation assistance (inclusive of legal assistance). 	

Key Accountabilities:		
Key Result Area	Duties may include but are not limited to;	Performance Measures:
Legal Functions	Provide legal and strategic advice to, native title holders, native title claimants and PBCs on native title and related matters. Contribute legal and strategic advice to SANTS. Manage the progress of assigned native title claims, including: management of Federal Court proceedings, mediation, future acts, ILUA and other negotiations. Liaise with native title claimant groups and with relevant bodies, respondent parties and other relevant stakeholders concerning native title and related issues. Negotiate agreements relating to various future act matters including exploration and mining on behalf of native title claimants and holders. Prepare legal documents in relation to assigned native title proceedings, including applications for native title, consent	Provision of relevant, efficient, supported legal advice to clients. Provision of advice to SANTS, native title claimants and holders and PBC's is properly analysed and accurate. Ensure duties are undertaken in accordance with SANTS Policies and Procedures.

Legal Officer			
Approved By: Chief Executive Officer	Date of Issue: 14 December 2017	Position Description Number: NTSLO	Page 2 of 5

	<p>determination negotiations, witness statements and other Court or mediation documents.</p> <p>Represent native title claimants and holders in Federal Court proceedings, National Native Title Tribunal (NNTT) mediations, South Australian Native Title Resolution negotiations and other related negotiations.</p> <p>Brief and liaise with external legal service providers, Anthropologists and other experts.</p> <p>Provide advice and assist native title claimants and holders on the establishment of PBC's and other Corporations.</p> <p>Liaise with Legal, Research, Legal Support and Management staff on progress of assigned legal matters.</p> <p>Comply with and observe legal duties and requirements.</p> <p>Utilisation of the SANTS records management system (including use of TRIMS).</p>	
Team Membership	<p>Actively participate in and contribute to the realisation of a positive work environment.</p> <p>Participate in the Performance Management process at SANTS.</p> <p>Actively contribute to team's activities and outputs and take a shared responsibility for the achievement of team outcomes.</p> <p>Contribute to the Native Title Services Team and maintain effective liaison with other sections within SANTS.</p> <p>Actively participate in SANTS internal forums, staff meetings and other relevant activities.</p> <p>Generate solutions through team commitment.</p> <p>Share expertise and actively participate in decision making, where appropriate.</p>	Participation in Performance Management system and development opportunities.
Workplace, Health and Safety	<p>Take reasonable care for own safety and others in the workplace.</p> <p>Participate in Risk Management and the identification and assessment of hazards and risks in work areas.</p> <p>Support Workplace Health and Safety initiatives, including compliance with WHS Policies and Procedures and systems.</p> <p>Report any unsafe situations, hazards or incidents to their direct supervisor</p>	<p>Knowledge of Workplace, Health and Safety.</p> <p>Annual training.</p> <p>Risk management compliance.</p>

Equal Employment Opportunity	A commitment to the principles of equal opportunity, diversity and mutual respect for SANTS clients, employees and our business.	Knowledge of EEO
SANTS Specific	<p>Some inter and intrastate travel may be required dependent on client needs.</p> <p>Due to the not for profit nature of our work, employees may be required at times to provide support to other parts of the SANTS business (within the context of their skills and capabilities) in order to provide the best service possible to our clients.</p> <p>An interest in Aboriginal cultures and working in partnership in the field of Native Title is an important element of all roles at SANTS.</p> <p>Any other duties as required within the context of skill set.</p>	N/A

Key Challenges	Qualifications and Experience	Core Competencies
<ul style="list-style-type: none"> Balancing competing priorities. Maintaining up to date legal advice in a changing landscape Constrained budgetary environment. 	<ul style="list-style-type: none"> Required to be admitted as a Solicitor in South Australia. Eligibility to apply for a South Australian practicing certificate. Skills, Knowledge and Experience in the legal field. Experience working in the area of native title. Understanding and experience of Australian Federal Court procedure. Demonstrated knowledge and understanding of Indigenous Australian societies and cultures, and the issues affecting these cultures in Australian society. Knowledge of and commitment to the principles and practices of Equal Employment Opportunity and Workplace Health and Safety. Demonstrated knowledge and experience in the application of the principles of dispute resolution and mediation. SA Drivers License and 4WD training. High level communication skills including the ability to provide clear, concise and comprehensive advice both verbally and in writing, and to negotiate effectively at a senior level, both within and external to the public sector. 	<ul style="list-style-type: none"> Ability to work flexibly. Team contributor. Demonstrated capacity to act strategically and exercise a high level of independent judgement, to identify performance outcomes, plan activities and set priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations. Demonstrated highly developed interpersonal skills with the ability to establish and maintain relationships with a broad range of people, and to anticipate needs and act upon them proactively.

Acceptance:

I understand and agree that this Position Description gives a general outline of the duties and that from time to time, it may be necessary for SANTS to amend the position requirements in response to the changing nature of the work environment (in accordance with SANTS Policies and Procedures and the SANTS Enterprise Agreement). I acknowledge that I have been given reasonable time to read and consider this Position Description and confirm that I understand and agree to perform the duties in this Position Description.

Name:

Signature:

Date:
