



Position Title:	Legal Practice Manager (Native Title and Litigation)	Position No:	L14
Group:	Land and Law	Service Area:	Legal Branch
Classification Level:	Management		
Reports to:	Legal Branch Manager	Direct Reports:	Native Title Legal Team

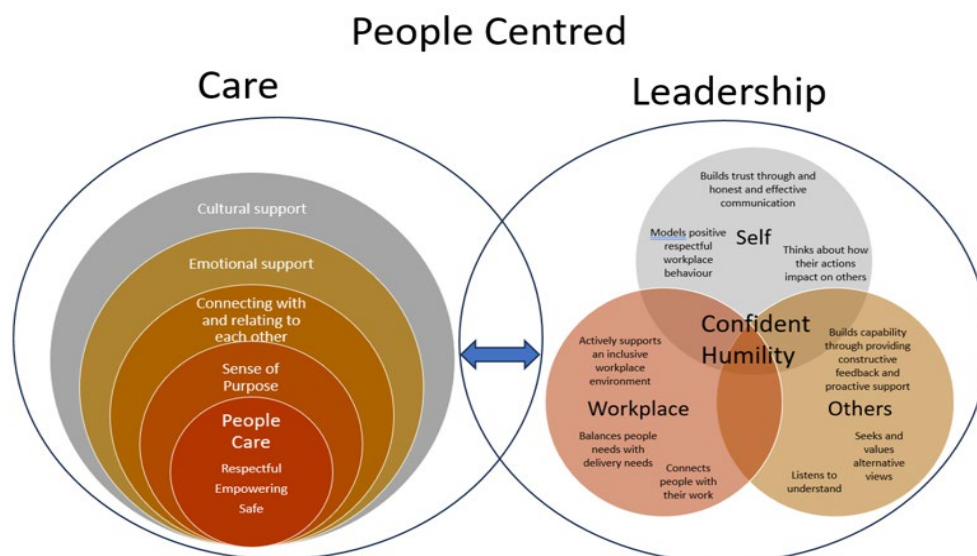
POSITION OVERVIEW

The Legal Practice Manager (Native Title and Litigation), in consultation with and under the direction of the senior legal leadership team, is responsible for overseeing and managing the NLC's Native Title and Litigation legal practice. This role is responsible for ensuring the Native Title and Litigation practice provides culturally competent legal services to the NLC and its constituents to secure, protect and advance native title rights over land, sea and waters.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to native title and legal service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction with the section.
- Lead, motivate, develop, and empower team members to deliver legal services in accordance with the native title priorities and section objectives within a framework that drives accountability and achievement.
- Ensure service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.



STRATEGY

- Assist with the review and assessment of the NLC's native title and legal services practices in order to identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement.
- Drive and implement the NLC's Native Title and Litigation legal practice to support the achievement of NLC strategic priorities and direction.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model and section deliverables. Build and maintain relationships with all relevant government agencies and other internal and external stakeholder to ensure compliant and effective delivery of native title and litigation legal services.
- Actively assist and implement any change agendas and continuous improvement as informed and required by the senior leadership in order to facilitate ongoing commitment to outcomes.
- Identify and report on opportunities for grants, partnerships and collaborations.

SECTION OPERATIONS

- In consultation with and under the direction of senior leadership, manage, plan and coordinate the NLC's Native Title and Litigation legal practice.
- Lead, coordinate and monitor the NLC's Native Title and Litigation legal practice in accordance with operational plans and other business requirements ensuring workloads are managed.
- Represent, assist and advise the NLC and native title holders in accordance with the NLC's role as a native title representative body pursuant to the NTA, including by:
 - consulting with native title holders
 - negotiating native title agreements with governments and the private sector in relation to land in the NLC region
 - preparing, litigating and negotiating the settlement of native title claims, compensation claims and other proceedings
 - providing legal representation in courts and tribunals
 - providing sundry assistance and advice including in relation to economic development, developing corporate structures, drafting contracts and scrutinising financial matters.
- Work on complex litigation with the assistance of external legal counsel as required.
- Collaborate with other legal practice managers to coordinate and improve the operations of the NLC's legal service area.
- Prepare budgets and funding applications, report on service delivery and coordinate and submit other reports as required, including council and annual reports.
- Advise on and maintain the governance requirements of the Top End Default PBC/CLA Aboriginal Corporation.
- Review and maintain all operational policies procedures and record keeping practices to ensure informed and effective team practice.
- Ensure that all workplace or program enterprise risks identified are reported and any delegated risk mitigation risk processes required in the circumstances are actioned accordingly.
- Assist with the completion of reporting requirements in relation to the NLC's statutory obligations and other external / internal reporting requirements and timeframes.

PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
 - recruitment of vacant positions in the section

- the performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
- the rostering of resources, timesheets and leave approval
- actively supporting relevant learning and development activities to enhance the service delivery of your team and providing mentoring to more junior staff.
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies.

WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain Section team compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified in a timely manner.
- Promote and support organisational work health and safety initiatives.

Our Land, Our Sea, Our Life

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Bachelor of Law or equivalent and admission to legal practice in a Supreme Court of a State or Territory of Australia.
- At least five (5) years post-admission experience in native title, resources and energy, litigation, corporate and commercial or environment and planning law.
- Comprehensive understanding of the *Native Title Act 1993* (Cth) NTA and the laws affecting the NLC and its constituents.
- High level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships
- Minimum of three (3 years) experience in the management and development of a small team
- Sound time management and organisational skills, including a demonstrated capacity to perform under pressure, effectively manage a busy workload, and consistently meet deadlines.
- Ability to progress complex matters and operate under broad direction with a high level of day-to-day autonomy.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.

Date finalised: 19 March 2024