



Job Title:	Principal Legal Officer (PLO)	Position No:	L25
Department:	Land and Law	Service Area	Legal
Classification Level:	Management – Service Area		
Reports to:	General Manager Land and Law	Direct Reports:	Legal Practice Managers (Native Title, Regional Development, Resources and Energy & Land Claims)
Location:	Darwin	Date Approved:	

POSITION OVERVIEW

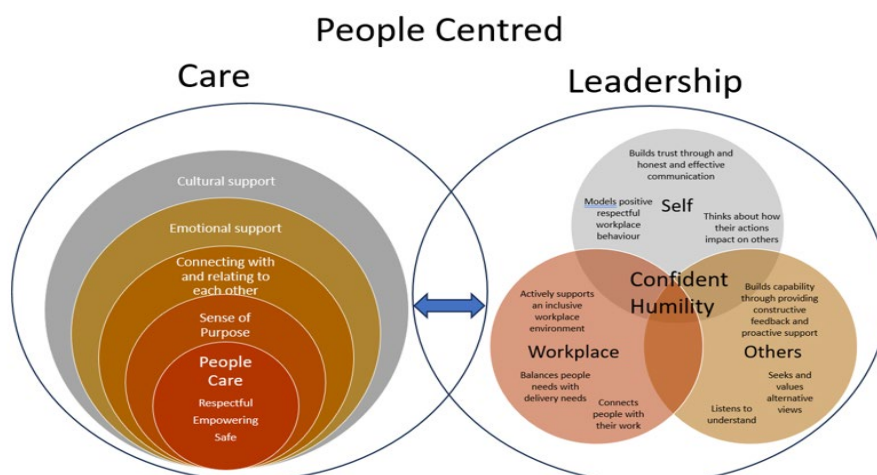
The Principal Legal Officer (PLO) is responsible and accountable for the management, planning and coordination of the NLC’s legal practice service and service teams, in accordance with NLC strategic and corporate objectives to ensure the smooth and efficient running of the legal services practice.

In addition to this the PLO is required to provide highly competent legal advice and analysis to the CEO, Chair, Executive Council and other relevant stakeholders within the NLC’s area of responsibility under the Aboriginal Land Rights (NT) Act 1976, the Native Title Act 1993 and other legislation and law affecting Aboriginal peoples and groups as directed by the CEO.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example as a motivating force in NLC’s statutory functions, representative role, advocacy role and drive delivery on the NLC’s vision, mission, values and strategic priorities relevant to the Service Area deliverables.
- 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 across the Service Area.
- Lead, motivate, develop, and empower section leads (legal practice managers) to achieve NLC strategic priorities, organisational and service area objectives, within a framework that drives accountability and achievement.
- Ensures Section leaders have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.





STRATEGY

- Assist the CEO to identify trends, development and opportunities, which exist or may exist, with potential to significantly affect traditional owners, monitor emerging corporate trends and assist with the development and implementation of appropriate strategies to ensure the NLC achieves its goals and objectives.
- Identify opportunities for strategic litigation that provides a benefit to the constituents of the NLC.
- Continue to review and assess the legal service function in order to identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement, implementing approved strategies to ensuring the NLC is optimally leveraging opportunities and implementing best practice policies and procedures in accordance with our statutory function.
- In conjunction with section / unit leaders develop time bound, action-oriented implementation plans across the Service Area to ensure the achievement of the stated strategic priorities and direction.
- Actively support integration and innovation of strategic planning across the organisation and to foster a spirit of cooperation and mutual support between operational areas in the pursuit of NLC service outcomes.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS and ADVOCACY

- Cultivate and maintain collaborative relationships with relevant key stakeholders where appropriate, including:
 - Traditional Owners (TO) through engagement with the NLC Chair, Councils or constituent base which supports the NLC TO centric relationship model
 - Government agencies
 - Internal service areas
- Assist the CEO to identify issues, trends, developments and opportunities, which exist or may exist with potential for significant impact on Traditional Owners Drive agreed change agendas and continuous improvement; informed by the views of the Council, constituents and affected teams, proactively securing stakeholder commitment to objectives and implementation.
- Actively assist and implement any change agendas and continuous improvement; informed by the views of the Council, constituents and the SMG proactively facilitating ongoing stakeholder commitment to objectives and implementation plans.

SERVICE AREAS OPERATIONS

- Oversee and ensure the effective, compliant and performance-based service delivery and advice are provided by the legal service team, in accordance with our statutory functions as a Land Council and a Native Title Representative Body- Service Provider.
- Supervise the preparation of briefing or agenda papers for the consideration of the NLC's Chief Executive Officer, Full Council and Executive Council, attending meetings as required.
- Provide legal advice on matters in connection with the general administration and management of the NLC, Aboriginal Land Trusts, Prescribed Bodies Corporate and other Aboriginal associations.
- Perform legal professional work as an individual and as required, prepare materials for, and represent the NLC, Aboriginal associations or Aboriginal communities and groups in negotiations, arbitration and litigation with respect to the proposals for the acquisition, use and development of land for or on behalf of Aboriginal people.
- Identify the need for external legal assistance and prepare briefs to counsel and other materials.
- Provide advice and reports on significant decisions of courts and tribunals involving or potentially affecting the NLC.
- Provide advice on policy proposals and proposed legislative amendments.



- Develop, submit and manage personnel and operational budgets for the land rights and native title practices and monitor compliance with those budgets including ensuring funds are allocated to priority matters and expended both appropriately and efficiently.
- Complete all reporting requirements in relation to your Service Areas statutory obligations and other external / internal reporting are delivered to standard within required timeframes.
- Maintain awareness of all laws and legislation of the Commonwealth and the Northern Territory which affects the functions of the NLC
- Assist with attaining and adhering to any obligations arising from the enterprise risk management framework.
- Oversee the review and subsequent development, implementation and maintenance of policies and procedures to maintain effective and efficient service delivery and business continuity.

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 and using best practice methodologies and pathways across the Service Area.
- Maintain accountability and responsibility for:
 - recruitment of leadership and other critical positions within the team
 - the performance management of direct reports in accordance with the position requirements, people practices and NLC's organisational objectives
 - nurturing and developing talent, business continuity plans and workforce succession planning
 - actively supporting relevant Learning and development activities to enhance the service delivery of your team
- Champion and drive 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 'Building the Bush' regionalisation strategies.

WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of both our staff and constituents embracing our people centred care and leadership framework.
- Maintain Service Area compliance with, 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 review and investigate critical as well as non-critical incidents and other hazards or risks identified in a responsible and timely manner and support organisational initiatives.

Our Land, Our Sea, Our Life



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Qualified legal practitioner admitted to practice in the Supreme Court of a State or Territory of Australia.
- Minimum of ten (10) years' post admission experience in a legal practice that demonstrates Extensive experience as a legal practitioner including experience at a senior level in litigation, negotiations, administrative law, constitutional law, property law and company law.
- Significant commercial and litigation experience including in native title or land claims.
- Minimum of three (3) years leadership experience, with demonstrated experience in the supervision and development of staff.
- Comprehensive understanding of the *Aboriginal Land Rights (Northern Territory) Act 1976*, *Native Title Act 1993* & *Public Governance, Performance and Accountability Act 2013* and other relevant legislation affecting the NLC and its constituents.
- Demonstrated experience to communicate effectively with and negotiate with senior management in State, Territory and Federal government departments and senior management in the private and public sector.
- Sound understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- A high level of 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
- Sound written communication skills including submissions, reports, briefings and standard business communication
- Sound computer literacy skills in Microsoft Office Suite and other relevant software / database programs
- Significant travel to remote areas using 4WD vehicles is involved so possession of a "C" class drivers licence and ability to safely drive a manual 4WD drive vehicles is essential.

DESIRABLE REQUIREMENTS

- Knowledge of Aboriginal culture and society and the issues affecting Aboriginal people in the NT and an ability to communicate effectively with Aboriginal people.
- Demonstrated ability to act as an advocate before a Supreme Court, the Federal Court or High Court
- Experience in working in a multi-disciplinary and/or a cross-cultural organisation.