



Senior Lawyer POSITION DESCRIPTION

This position is Designated, classified under “special measures” of Section 12 of the *Equal Opportunity Act 2010*.
Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Position Title	Senior Lawyer
Reports To	General Counsel
Direct Reports	None
Salary & Term	<ul style="list-style-type: none">• Ongoing, subject to continued funding• Salary of \$98,000 - \$120,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.
Overview	<ul style="list-style-type: none">• The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.• The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.• The Lawyer will work with General Counsel to provide legal advice across the Assembly.
Key Duties	<ul style="list-style-type: none">• Provide and assist in managing the provision of strategic and high-quality legal advice on Assembly business, governance, policy issues and negotiations.• Work with General Counsel and the CEO, and in collaboration with the Co-Chairs, Committee Chairs and stakeholders, to develop sound legal advice and support in advocating and advising on Treaty and related matters.• Assist with the development of complex and innovative negotiation strategy and policy, including in a cross-cultural context.



	<ul style="list-style-type: none"> • Prepare comprehensive reports, briefings, complex correspondence and submissions on Assembly policy and operational issues. • Assist with the induction and supervision of secondees lawyers and interns. • Undertake administrative tasks as required in a small team.
Skills and experience required	<ul style="list-style-type: none"> • Technical Skills – Strength in law and legal advice, strategy development, negotiation and alternative dispute resolution, constitutional, international and comparative legal systems. • Written Communication - Prepares written advice and collaborates on project briefs and policy options and recommendations on complex issues which are clear and accurate and provide strong support for a preferred position or action. • Influence and Negotiation - Uses leadership and expertise to effectively address stakeholder issues, influencing others to identify opportunities and broker long-lasting solutions. • Problem Solving - Develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process. • Initiative and Accountability - Takes responsibility for actions and proactively implements work plan and addresses issues. • Flexibility - Adapts approaches and work to changes in the environment and effectively meets new challenges, remains focused when faced with competing demands, is comfortable with ambiguity and uncertainty and learns quickly. • Detail focus - Undertakes finely detailed work in a precise and accurate manner. • Qualifications - Applicants must hold a Bachelor of Laws, Juris Doctor or equivalent legal qualification conferred by a university in a common law jurisdiction. Applicants must be admitted to practice as an Australian lawyer or eligible to hold a Victorian practising certificate.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Demonstrated capacity to succeed in the Aboriginal community-controlled sector. Willing and able to support the CEO of an organisation that is Aboriginal controlled and representative of Victorian Aboriginal communities. Able to navigate complex relationships, comply with relevant legislation, and act in accordance with the Assembly values. 2. Demonstrated capacity for success in a leadership role in a complex and contested environment Willing and able to take responsibility for planning, relationship management, compliance management, and risk management. Able to support the promotion, resilience and perseverance across the Assembly and maintain focus on the primary goal of achieving Treaties in a way that best furthers the achievement of the rights of Aboriginal Victorians. 3. Demonstrated capacity for achieving results through others Willing and able to collect and share ideas and information, collaborate with others within the Assembly including the Board, Members, staff and other leaders in Victoria who play a critical role in achieving Treaties. Able to engender commitment, delegate important tasks, and help others to develop. 4. Demonstrated capacity to manage and develop self. Willing and able to manage own development, gain new knowledge and skills, and act with flexibility and perseverance in the face of adversity without sacrificing their own well-being or that of others in the organisation.

	<p>5. Demonstrated capacity to achieve the highest standards of integrity Willing and able to lead in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly.</p>
<p>Technical Skills</p>	<ul style="list-style-type: none"> • MS Office proficiency