

JOB PROFILE

Lawyer / Senior Lawyer



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

Aboriginal and Torres Strait Islander people are encouraged to apply.

Location: 48 Cambridge Street, Collingwood VIC 3066

Reports to: Principal Lawyer

Team: Legal & Risk

Role Function: The Lawyer / Senior Lawyer role is in the Legal and Risk Team. The Legal Team advises on a broad range of legal issues. Assembly lawyers provide legal advice and support to the Assembly on a range of matters including Assembly business, governance, policy issues, Treaty negotiations, and ensuring compliance with laws and regulations.

Classification: Level 4.1 to Level 5.2

Salary Range: From \$91,418.00 to \$127,621.00 (gross, per annum, full-time equivalent)

Employment Type: Full-Time, On-going

Further information: Please contact us at people@firstpeoplesvic.org



OPERATIONAL RESPONSIBILITIES

Description

Key Duties

The Lawyer / Senior Lawyer is responsible for providing and assisting in providing legal advice across the Assembly, and has a range of responsibilities. These may include, but are not limited to:

- Develop sound legal advice to the Assembly, including Council and CEO, and provide legal support as required.
- Preparing clear and concise briefings, memoranda, correspondence, and instructions on a range of legal issues, including Assembly business, corporate governance, contract law, employment / OHS issues, privacy and data, Treaty and indigenous law, complaints, and legislation and regulation applicable to the Assembly as a corporation and registered charity operating in a political environment.
- Drafting, reviewing and advising on Assembly governance documents and policies, and contractual agreements.
- Advising on, and managing, legal risk for the Assembly.
- Assisting with the induction and supervision and development of lawyers, secondees and interns (Senior Lawyer only).
- Undertaking legal practice management and administrative tasks as required in a small team.
- Participating in professional development activities, Assembly networks and meeting Continuing Professional Development requirements.

Key Performance Indicators

1. Legal Team management and internal stakeholders express confidence in the legal advice and support provided.
2. Advice to and engagement with Assembly Members and staff is culturally considerate and meets expectations of the Legal Team management.
3. Preparation of briefings, memoranda, correspondence and instructions meet the Assembly's legal needs pertaining to business, governance, and managing risk.
4. Legal practice management, Continuing Professional Development requirements and administrative tasks are given due care and attention.



POSITION REQUIREMENTS

Skills, Competencies & Knowledge

- Sound interpersonal and relationship building skills for Lawyer role; strengthened level of skill for Senior Lawyer role, including ability to collaborate with internal and external stakeholders.
- Sound written and verbal communication skills and the ability to explain and express complex legal ideas in a clear, accessible form to suit the audience for Lawyer role; strengthened level of skill for Senior Lawyer role.
- Sound analytical skills, attention to detail and demonstrated ability to understand complex and sensitive matters. At Senior Lawyer level, strengthened skill and ability to be agile and responsive in providing accurate and pragmatic legal advice as part of a fast-paced in-house team.

Experience & Qualifications

- Degree in Law.
- Holds or eligible to hold practicing certificate.
- 2+ years post-admission experience for Lawyer role; 5+ years post-admission experience for Senior Lawyer role.
- Desirable: legal experience in the one or more of the following areas: corporate governance, Indigenous legal issues, contracts, employment, privacy and data, regulation and compliance and public law.
- Experience as in-house counsel regarded favourably.
- Demonstrated knowledge of Aboriginal Communities and organisations within Victoria.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.

Personal Attributes

- Passionate about being part of a reform to benefit First Nations people in Victoria.
- Able to always maintain professionalism to achieve strategic objectives & outcomes.
- Able to perform under pressure and continue to adhere to organisational policies/values.
- Able to show empathy and respect towards colleagues and Assembly stakeholders.

Behavioural Responsibilities

1. Assembly Culture & Image – Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
 2. Team Focus – Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
 3. Personal & Professional Development – Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.
- # *A copy of the Behavioural Responsibilities to be provided as part of the onboarding process.*