

# CENTRAL LAND COUNCIL

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Legal Secretary/Paralegal
<b>POSITION NUMBER:</b>	LE006 and LE014
<b>CLASSIFICATION LEVEL:</b>	CL 4 – CL 5 (Broad-banded)
<b>POSITION LOCATION:</b>	27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO:</b>	Senior Lawyer West/Senior Lawyer East
<b>LAST REVIEWED:</b>	August 2019

### KEY FUNCTIONS

*CLC Legal is an in-house service providing legal assistance to the Central Land Council (CLC) to fulfil its functions under the Aboriginal Land Rights (NT) Act 1976 and the Native Title Act 1993. The Legal Secretary/Paralegal role undertakes legal secretarial, paralegal and administrative tasks supporting the Legal team.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Provide legal and general secretarial and administrative services, including:-
  - Assisting in the preparation of documents, photocopying and binding.
  - Handling incoming and outgoing correspondence/communication.
  - Critical records administration, including leasing and other databases to ensure effective administration of leases and other agreements.
  - Tasks of a paralegal nature as appropriate to the position level.
  - Maintenance of consultant contract records.
  - Assist with CPD training bookings and recording of, for legal staff
  - Clerical support work as required.
  - Filing in accordance with CLC record keeping requirements.
  - Exercising PowerUser functions in the CLC's document management system.
2. Collaborate and cooperate with other Legal Secretary/Paralegal to balance workflows, including where necessary, assisting with overflow legal and general secretarial and administrative services for both regions.
3. Answer section phones as required, including screening and provide support when visitors are present.
4. Organise document registration or execution as required with other organisations the CLC is dealing with.
5. Ensure upkeep of Aboriginal Land Trusts and Land Trust members and correspondence with the Minister in respect to appointment of Trustees.
6. Maintain an effective and secure system of handling, storing and retrieving sensitive and/or important legal documents including the maintenance of a register of all documents held in secure storage in accordance with Central Land Council's Records Management Systems.
7. Undertake electronic searches with Land Titles/Registrar General and the Australian Securities Commission, and reconcile monthly accounts for these searches.
8. Attend to the necessary correspondence, documentation and coordination of payments for compulsory legal professional indemnity insurance and legal practising certificates for the practitioners employed by the Central Land Council.
9. Coordinate and book travel arrangements for legal staff and consultants.



10. Assisting in organising and, when necessary, attend minute meetings for legal staff.
11. Assist on projects as directed.
12. Assist with Aboriginal Corporations with compliance under Corporations legislation as directed.
13. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
14. Other duties that safe legal & logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

#### **MONITORING AND COMPLIANCE REQUIREMENTS**

- Aboriginal Land Rights (NT) Act, 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act, 1993;
- CLC Corporate Plan;
- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures;

#### **WORKING RELATIONSHIPS**

- Reports to and receives direction from the relevant Senior Lawyer (West Region or East region).
- Work collaboratively with Legal Section staff and all other CLC staff, in making positive contributions to the CLC's performance;
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

#### **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

<b>SELECTION CRITERIA</b>	<b>LE006 and LE014</b>
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#### **ESSENTIAL**

1. Formal qualifications, or progression to, in Legal Secretarial studies; Certificate IV in Business Administration or equivalent relevant experience and education/training
2. Excellent administrative skills, including word processing, spreadsheet, PowerPoint (Microsoft Office Suite).
3. Sound understanding and application of preparing professional complex word documents.
4. Excellent attention to detail.
5. Ability to communicate effectively orally and in writing, with a demonstrated ability to prepare reports, memos, general correspondence, including effectiveness in consultation and liaison with clients, staff and the general public and to respond appropriately to people and situations.
6. Ability to complete allocated tasks and responsibilities with minimal direction.
7. Ability to participate and contribute to the work area as a team member.
8. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
9. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

10. An awareness and understanding of the overall context in which the Central Land Council operates.
11. Knowledge and understanding of Aboriginal societies and cultures and the issues affecting Aboriginal people in contemporary Australian society.

**DESIRABLE**

1. Knowledge of legal terminology and experience in commercial law office highly desirable.
2. Para-Legal qualifications or equivalent relevant experience and/or education/training – and/or – a willingness to undertake necessary training (both form and informal)

**APPROVED COPY**

Signed: .....  ..... Date 21/8/19

**UNIT MANAGER**

Signed: .....  ..... Date 21/8/19

**GENERAL MANAGER**

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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Employee Name (Please Print)	Employee Signature	Date