



Job Description : Leasing Officer

POSITION TITLE:	Leasing Officer
POSITION NUMBER:	LE021
CLASSIFICATION LEVEL:	CL6
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Leasing Coordinator (ultimately supervised by Legal Practice Manager)
LAST REVIEWED:	April 2024

KEY FUNCTIONS

The Legal Services Section performs a variety of tasks to assist the Central Land Council fulfil its functions under the Aboriginal Land Rights Act (NT) Act 1976 and Native Title Act 1993.

The Leasing officer is a paralegal position responsible for managing and processing all leasing applications received in the CLC's region, seeking traditional owner and land owner consent as required, managing finalisation of leases, execution, storage, invoicing and ongoing management of current leases and the lease database.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Manage all lease applications received, including:
 - accepting applications and ensuring all necessary EDIS and database entries are created and continue to be updated
 - undertaking due diligence and conflict checks on the lease application
 - initial correspondence with the proponent as required
 - arranging and conducting consultations in communities on the lease proposals and preparing meeting reports for the responsible regional lawyer
 - work with the responsible regional lawyer as required to ensure lease is fully negotiated and presented to the CLC Executive for a decision and direction, as required
 - work with legal administrative team to ensure execution and exchange of lease documents and storage of the lease in appropriate electronic and physical locations
 - prepare draft instructions to finance for each finalised lease
2. Represent, assist and advise native holders, either directly or by advising other units of the CLC, in legal aspects of the CLC's role as a native title representative body pursuant to the Native Title Act, including engaging in effective consultations and taking instructions as required.
3. Manage current leases, including monitoring the legal database and corresponding with proponents in relation to upcoming lease expiry dates, rent reviews and other critical dates. Respond to questions from lessees and potential lessees
4. Collaborate and cooperate with the Leasing Officer for the [Eastern/Western - ie other] region to balance workflows, including, where necessary, assisting with overflow leasing work for that other region.
5. Provide general paralegal and administrative assistance to the legal team as directed.

6. Maintain systems for effective flow of administrative information to relevant officers in the organisation pertaining to leasing and associated issues.
7. Assist in organising and, when necessary, attend and minute meetings for legal staff.
8. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
9. Other duties that are safe, legal and 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 (Northern Territory) Act 1976
- Lease and land management agreements on Aboriginal land and community living areas
- Lease database
- Work Health and Safety Act 2011 (Cth)
- Public Governance Performance and Accountability Act 2013

WORKING RELATIONSHIPS

- Reports to and receives direction from the Leasing Coordinator and is ultimately supervised by the Legal Practice Manager
- Maintains a supportive and co-operative working relationship with Lawyers and other Administration Support Officers
- Maintains a supportive working relationship with all CLC staff

EXTENT OF AUTHORITY

Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

ESSENTIAL

1. Identifies as Aboriginal and/or Torres Strait Islander or is accepted as Aboriginal and/or Torres Strait Islander in the community in which they live.
2. Qualifications or experience suitable to the role, or a willingness to undertake necessary training (both formal and informal) as required.
3. 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 constituents, staff and the general public and to respond appropriately to people and situations.
4. Good interpersonal skills and ability to communicate effectively with people generally, and with Aboriginal people in particular.
5. An ability to use a wide range of workplace equipment including computers to type letters and documents and enter, manipulate and extract data with a high degree of accuracy. Demonstrated knowledge and competence in common software packages.
6. Knowledge and understanding of Aboriginal societies and cultures and the issues affecting Aboriginal people in contemporary Australian society.
7. Ability to work both under supervision and with limited supervision, to develop work plans and set priorities to achieve results.
8. Ability to complete allocated tasks and responsibilities with minimal direction.
9. Ability to participate and contribute as a team member and individually, to analyse ideas and information to solve problems and questions.
10. An awareness and understanding of the overall context in which the Central Land Council operates.
11. NT Manual Drivers licence.

DESIRABLE

1. Knowledge of legal terminology and experience in commercial law office highly desirable.
2. Paralegal qualifications or equivalent relevant experience.

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APPROVAL DATE: 16/04/2024