

Position Description Form			
<b>Position Title:</b>	Senior Legal Policy Officer	<b>Location:</b>	Perth, Melbourne or remote
<b>Reports To:</b>	Director	<b>Direct Reports:</b>	N/A
<b>Salary</b>	\$120,000 - \$140,000		

### Role Purpose

The Senior Legal Policy Advisor will work alongside the Director/s to manage, coordinate and deliver a range of projects under the native title stream of work, including native title legislative and policy reform, supporting the Prescribed Body Corporate (PBC) sector at a national level and supporting the organisations contribution to government policy, including Closing the Gap, Clean Energy and Water reform.

The successful candidate will have a degree in law with demonstrated experience in native title.

Aboriginal and/or Torres Strait Islander candidates are strongly urged to apply.

### Who We Are

Working in a dynamic sector the National Native Title Council (NNTC) is the peak body for the native title sector. Our members are made up of the Traditional Owners of Australia's lands, waters and resources, and their representative bodies. Through the native title system, we advocate for the rights and interests of all First Nations people.

We support First Nations peoples' right to true self-determination – their right to speak for and manage their own Country, to govern their own communities, to participate fully in decision-making and to self-determine their own social and economic development.

[www.nntc.com.au](http://www.nntc.com.au)

### Typical Duties & Responsibilities

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<b>Operational</b>	<ul style="list-style-type: none"> <li>• Develop and operationalise advocacy strategies for the rights of First Nations peoples under the overarching strategic direction of the NNTC.</li> <li>• Research and draft submissions, briefs, reports, background papers, correspondence, online materials, and other documents as required.</li> <li>• Work closely with the Director/s on developing and conducting projects within the specific stream.</li> <li>• Prepare all project materials, including written reports and briefs and materials for workshops and forums.</li> <li>• Facilitate workshops and present at conferences as required.</li> <li>• Work collaboratively with other NNTC staff across Australia in the areas of policy and law reform, NNTC events and developing other resources for the specific stream.</li> <li>• Help develop, report on, and oversee project budgets.</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Maintain key stakeholder relationships in a collaborative manner.</li> <li>• Engage in meaningful and culturally appropriate ways with a range of stakeholders, including NNTC members, First Nations, government, academic and private sector partners.</li> <li>• Working and liaising with First Nations organisations, communities and/or people, and building strong working relationships</li> </ul>

<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Provide native title related policy and strategic advice to the Director/s, COO, and the CEO.</li> <li>• Support and provide input into the NNTC's strategic advice into projects and stakeholder engagement and the development of advocacy and communications materials as needed.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Other duties as directed.</li> </ul>

**Qualifications and Experience**

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in native title/cultural heritage process, law or practice, and in the development of native title/cultural heritage policy.</li> <li>• Demonstrated experience working with native title/cultural heritage sector and or related sectors and stakeholders in the native title/cultural heritage sector.</li> <li>• Demonstrated experience in communicating in a complex cross-cultural environment.</li> <li>• Demonstrated experience working in First Nations organisations, communities and/or peoples</li> </ul>
<b>Skills/ Ability &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent project management and organisational skills with the ability to work independently.</li> <li>• Excellent interpersonal and communication skills, both oral and written.</li> <li>• Demonstrated knowledge of native title law, policy and practice.</li> <li>• Availability to travel domestically, including remote travel at times.</li> </ul>