

JOB PROFILE

Special Counsel



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).

Location: 48 Cambridge Street, Collingwood VIC 3066

Reports to: General Counsel

Function: The Special Counsel role is responsible for:

- assisting the General Counsel to deliver legal services and manage legal risk to support the Assembly to achieve its objectives
- providing, and assisting in the provision of, legal advice specifically related to ongoing Treaty matters.

Team: Legal and Risk

Team Function: Provides legal advice and support to the Assembly on a range of matters including Assembly business, governance, policy issues, and Treaty matters.



OPERATIONAL RESPONSIBILITIES

Description

Key Performance Indicators

Key Duties

- Assist General Counsel to provide high quality and timely strategic legal advice to the Co-Chairs, Council, CEO and across the organisation. This includes legal advice across a broad range of areas, including public law, corporate, commercial, property & ICIP, and employment law etc.
 - Provide high quality and timely strategic legal advice to the Co-Chairs, Council and Members specifically on Treaty-related matters including:
 - The performance of the Assembly's functions under the Treaty Negotiation Framework and other Treaty element agreements, including disputes with the State.
 - Leading the drafting of Treaty agreements.
 - Management of internal & external stakeholder relationships in line with the objectives of the Assembly.
 - Identifying legal developments relevant to the Assembly and advising on potential opportunities and impacts.
 - Participating in professional development activities, Assembly networks and meeting continuing legal education requirements.
 - Assisting the Legal and Risk team in providing strategic legal advice, drafting and review of briefing documents.
 - Supervision and development of lawyers in the Legal Team.
 - Other duties as directed.
1. Internal Assembly stakeholders express confidence in the legal advice given.
 2. Legal advice is prepared in a timely manner, maintaining high quality standards.
 3. Advice to, and engagement with, Members and staff is culturally considerate and meets expectations of the CEO.
 4. External stakeholder relationships are maintained as appropriate.
 5. Preparation of briefings, memoranda, correspondence, and instructions, that meet the Assembly's legal needs.
 6. Support is provided to the Legal and Risk team as required.
 7. Administration tasks are given due care and attention.
 8. Professional development, networking and legal education requirements are met.

Influence & Action

- Navigate complex relationships, community politics and manage competing priorities to achieve objectives and strategic outcomes.
 - Collect and share ideas and information through collaboration with the Council, Members, and staff who play a critical role in furthering the Assembly's objectives.
 - Promote and support the achievement of core values and build upon the reputation of the Assembly.
1. Skilfully manages relationships, community politics and priorities to ensure set objectives and outcomes are achieved.
 2. Effectively generates ideas, shares information, and collaborates with the Assembly's stakeholders for the betterment of the Treaty process.
 3. Plays a valuable role in promoting the Assembly's values and building upon its reputation.

POSITION REQUIREMENTS

Skills, Competencies & Knowledge

- Exceptional interpersonal, relationship-building and leadership skills.
- Exceptional written and verbal communication skills and the ability to explain and express complex legal ideas in a clear, accessible form to suit the audience.
- Broad legal knowledge and exceptional legal judgement and analytical skills.

Experience & Qualifications

- Degree in Law and 10+ years post-admission experience.
- Expertise in the areas of public law, Indigenous legal issues. Experience in constitutional law desirable.
- Holds or eligible to hold practicing certificate.
- 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 act with flexibility and to persevere.
- Highly ethical, reliable with a strong sense of personal integrity.
- Able to maintain professionalism at all times to achieve strategic objectives & outcomes.
- Able to perform under pressure and continue to adhere to company policies/values.
- Able to show empathy and respect towards colleagues and Assembly stakeholder.

Behavioural Responsibilities

1. Assembly Ethical Values & Compliance with Policies – 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.