



Position Description: Native Title Officer, MG Corporation

Position reports to:	Senior Legal Counsel (SLC)
Employment type:	2 year fixed term contract, full-time
Purpose	<p>Under the direction of the SLC, the Native Title Officer provides high level confidential support to the MG legal team and other executive officers.</p> <p>The focus of the role is on matters of native title and Aboriginal heritage, however the position also includes other administrative and legal duties.</p>

Roles and responsibilities

General

- Provide high level and confidential administrative support to the SLC and other executive officers, supporting day-to-day activities and providing assistance with all matters of native title and Aboriginal heritage.
- Work closely with the MG legal team to enhance the effective and efficient operation of the MG Prescribed Bodies Corporate.
- Under the direction of the SLC, assist in the administration and management of legal issues affecting MG Corporation and its related entities.
- Other duties as directed by the SLC and/or the CEO.

Governance

- Undertake secretariat duties where directed, including arranging and coordinating relevant meetings, preparing agendas, taking minutes, collating and distributing Board papers, ensuring submissions are provided and all facilities and equipment required are arranged in collaboration with relevant staff.
- Prepare and maintain accurate records of post meeting outcomes including matters arising documents, risk registers and action follow ups.
- Under direction of the SLC, ensure directors are kept informed of current issues, meetings and events and provide information reports or documents for meetings.
- Where directed by the SLC, assist with ORIC, ASIC and ACNC reporting requirements.

Administrative Support

- Maintain the future acts filing system and assist with other administrative tasks where appropriate.
- Assist other MG Corporation members of staff with general administrative duties, including preparation and delivery of notices, organising meeting rooms, answering the phone in reception, picking up and dropping off members for meetings, assisting generally with organisational requirements.

Legal

- Under the direction of the SLC, assist the MG PBCs and MG native title holders with respect to their native title rights and interests, including in relation to the Native Title Act, cultural heritage, Aboriginal land rights and land access laws. This includes advising in relation to the right to negotiate process, indigenous land use agreements, cultural heritage surveys and approvals and access to and disposal of native title affected land.
- As directed, organise and manage Aboriginal heritage clearances including liaising with applicants, anthropologists and native title holders, preparing budgets and organising logistics.
- Provide high-level support to the SLC and the executive team with respect to other areas such as land acquisition, land and property management, joint venture negotiations, economic development, and commercial and business dealings.
- Assist the SLC with other legal matters arising including governance, regulatory compliance, employment, property and commercial law.
- Undertake legal and policy research as requested by the SLC or other members of the executive team.
- Strong written and verbal communication skills, including the ability to effectively communicate complex concepts using plain English.
- Ability to work with little supervision and manage competing priorities.
- Experience in reviewing, amending and drafting legal documentation, including internal and external contracts.

Key selection criteria - essential

- Strong interpersonal skills with experience in dealing with a diverse range of people from both a cultural and ethnic background. Applicants with experience working successfully with Aboriginal people will be highly regarded.
- Demonstrated high level organizational, administration and time management skills with the ability to balance competing demands in a calm and professional manner.
- Demonstrated ability to maintain absolute confidentiality and manage a range of sensitive issues with delicacy and discretion.
- Excellent problem solving skills.
- Demonstrated high level accuracy with sound written and verbal communication skills.
- Strong relationship management skills with the ability to deal with a diverse range of stakeholders in a professional and responsive way.
- Capacity to identify issues and facilitate communication between differing parts of the organisation as required.
- Demonstrated ability to successfully utilise the Microsoft Office range (Word, Excel, Access, PowerPoint and Publisher) of programs to achieve the administration functions of this position.

Key selection criteria - desirable

- Knowledge of, or ability to quickly acquire knowledge, on ORIC and ASIC compliance requirements and the ability to implement procedural processes to ensure the organisation meets its statutory obligations.