



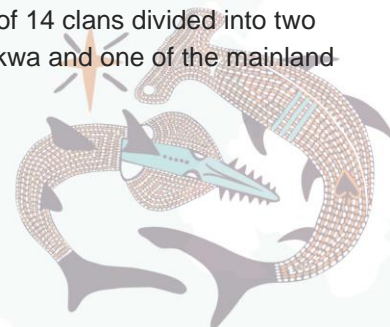
## Position Description

<b>Position Title:</b>	Legal and Governance Officer
<b>Position Reports to:</b>	Legal and Corporate Affairs Manager
<b>Working Relationships:</b>	<p><b>Internal:</b></p> <p>The incumbent of this role will have a close working relationship with their manager, CEO, Chairperson, Executive Assistant and all ALC employees.</p> <p><b>External:</b></p> <p>The incumbent of this role will develop and maintain an extensive network of contacts with various external advisors, relevant government departments, Aboriginal Corporations, Traditional Owners, Community people, and other stakeholders as required.</p>
<b>Location:</b>	Darwin, with regular travel to the Groote Eylandt Archipelago and other locations as required
<b>Hours:</b>	Full time

## ALC Background

The Anindilyakwa Land Council (ALC) represents the Traditional Owners of the Groote archipelago. The ALC officially commenced in 1991; replacing the role previously carried out by the Northern Land Council. The Northern Land Council, however, continues to function as the Native Title Representative body for the Groote Archipelago region. The ALC functions to ascertain and express the wishes and opinions of the Anindilyakwa people as to the management of the land and sea in the Groote archipelago region, to protect interests of Traditional Owners, to assist in protection of sacred sites, to assist Anindilyakwa people in traditional land claims, to negotiate with persons desiring to obtain an estate or interest in the land, to assist Traditional Owners in carrying out commercial activity, and to supervise and provide administrative and other assistance for Land Trusts holding Indigenous land in the Groote archipelago region.

The Anindilyakwa Land Council has jurisdiction over a large area of land and sea in the Groote Archipelago with Traditional Owners of land and sea country residing in the communities of Angurugu and Umbakumba on Groote Eylandt, and at Milyakburra on Bickerton Island. Anindilyakwa society is comprised of 14 clans divided into two moieties with most community members holding language competence in Anindilyakwa and one of the mainland languages such as Nunggubuyu or Yolngu Matha.





**The Vision of the ALC is to:**

- Protect, maintain, and promote Anindilyakwa culture
- Invest in the present to build a self-sufficient future
- Create pathways for youth to stand in both worlds

**Mission Statement:**

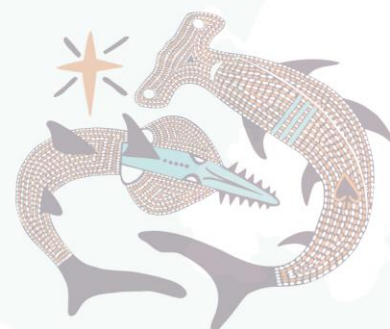
To assist Indigenous people in the Groote archipelago by:

- Enhancing their inherent rights and interests, including their rights to land, territories and resources, deriving from their culture, traditions and customary laws.
- Empowering their control over developments affecting their land, territories, resources and culture.
- Providing greater unity by provision of equitable representation and an unbiased focus for political, social, economic and cultural action and research.

**ALC Values:**

<b>One People, One Family</b>	Ngarrurrakawuruma ngernumamalya
<b>Pride</b>	Ngarriwerrikiya ngmakwajinama
<b>Honesty/Truth</b>	Akuwerrikilyangmandukunadinama
<b>Listen</b>	Akeningmidini-yada
<b>Respect</b>	Akumaringkirradinama
<b>Our Future</b>	Ambakumurra-yada

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet.





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## Position Overview

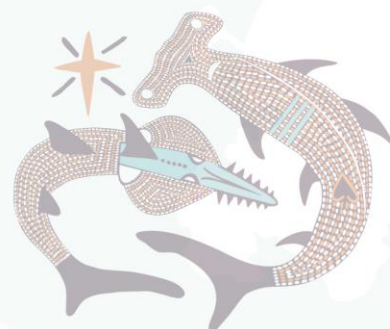
Reporting to the Legal and Corporate Affairs Manager, this position requires the Legal and Governance Officer to be part of a close-knit and highly experienced team of professionals, delivering progressive and rapidly evolving agendas, which are the culmination of many years of careful planning and consultation.

This role will provide a high level of competence, professionalism and sophistication through support to the Legal and Corporate Affairs Manager in interfacing with the ALC CEO, Chairman and Board, senior levels of the Australian Government, NT Government, External Legal Counsel, public service and Ministerial Offices, including arranging meetings, agendas, and relevant documentations and speaking notes, across an expanding agenda and at the cutting edge of Aboriginal affairs policy.

This role will bring innovative, creative and progressive ideas when informing the ALC regarding policies and strategic direction and will work with a finance operation that is dealing in large volumes of mining royalty incomes within a complex legal environment.

The Legal & Governance Officer will be required to bridge the worlds of highly-traditional Aboriginal first language-speakers with their desired future to participate in the wider Australian and international economy through the realisation of the ALC's vision and mission.

A genuine interest in and knowledge of the Groote Archipelago Local Decision-Making Agreement, *Aboriginal Land Rights (Northern Territory) Act 1976 (ALRA)*, *Native Title Act (1993)* and a desire to improve the on-the-ground outcomes for the Traditional Owners of the Groote Archipelago is essential for success in this role.





## Responsibilities

Duties	Success Indicators
<ul style="list-style-type: none"> <li>• A high level of competent and professional support to the Legal &amp; Corporate Affairs Manager in a number of areas: e.g. ALRA, support for section 19 land use agreements, legal reporting and compliance, board matters</li> <li>• Provide secretariat support to the board, including accurate recording of minutes of board meeting, ensuring timely distribution and follow ups where necessary.</li> <li>• Provide secretarial support to the Mining Liaison Committee meetings for both Gemco &amp; Winchelsea Mining.</li> <li>• Providing support in governance and policy development for board related matters as well as ALC wide policy implementation support and monitoring</li> <li>• Assisting with meetings, attending working groups, preparing advice, briefings, presentations, speaking notes and other relevant documentation</li> <li>• Developing strong working relationships with ALC Staff, external legal counsel, local stakeholders, and Government officials</li> </ul>	<ul style="list-style-type: none"> <li>• High level of support provided to the Legal and Corporate Affairs Manager</li> <li>• Successful advancement of Traditional Owner interests in matters with Commonwealth Government agencies, Northern Territory Government agencies, Groote Eylandt Mining Company, and Aboriginal corporations, councils and trusts</li> <li>• Diligent and detailed assistance in management of projects, legal matters and actions arising from internal and external meetings</li> <li>• Highly professional and effective written communication with internal and external stakeholders</li> <li>• A positive, mutually-respectful and communicative working relationship with the Legal and Corporate Affairs Manager</li> <li>• ALC is represented in a professional, confidential and capable manner at all times</li> </ul>
General Duties	Success Indicators
<ul style="list-style-type: none"> <li>• Ensuring appropriate confidentiality of information is maintained at all times</li> <li>• Completing ad-hoc reporting as required</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring that staff comply with confidentiality requirements</li> <li>• Ensuring that required reporting is completed in a timely and effective manner</li> </ul>

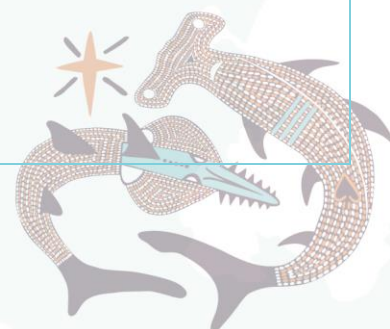




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| <ul style="list-style-type: none"><li>• Undertaking the responsibilities of the position adhering to:<ul style="list-style-type: none"><li>○ ALC policies and practices</li><li>○ WHS legislation and requirements</li><li>○ All other legal requirements</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Demonstrating compliance with relevant ALC policies and procedures specific to WHS and other legislative requirements</li></ul> |
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## Selection Criteria

Essential	Desirable
<ul style="list-style-type: none"><li>• Tertiary qualification in a legal, commercial, Aboriginal affairs or otherwise relevant field</li><li>• A genuine interest in and understanding of the Groote Archipelago Local Decision-Making Agreement and the <i>Aboriginal Land Rights (Northern Territory) Act 1976</i></li><li>• A genuine desire to improve on-the-ground outcomes for the Traditional Owners of the Groote Archipelago</li><li>• Well-developed social awareness including an understanding of the complexities of Aboriginal cultural, social, environmental, and economic issues</li><li>• Demonstrated strong work ethic, with evidence of an ability to set and achieve goals with minimal supervision, meet deadlines and produce quality work both individually and as a team member</li><li>• Demonstrated ability to organise and conduct regular meetings with key stakeholders, including highly developed interpersonal, oral and written communication skills</li><li>• Excellent organisation and time management skills</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working within an indigenous organisation</li><li>• Previous experience working with Land Tenure</li></ul>





- The ability to maintain a high level of confidentiality when dealing with highly sensitive matters
- Ability to be flexible with working and travelling in a fast paced, changing environment

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## Other Information

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

This position will be required to work out of hours on an as-required basis.

This role will be based in Darwin, with travel to the Groote Archipelago and other locations as required

