Position Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Associate to the President (NNTT)</th>
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<tbody>
<tr>
<td>Division</td>
<td>National Native Title Tribunal (NNTT)</td>
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<tr>
<td>Branch</td>
<td>Support &amp; Special Projects</td>
</tr>
<tr>
<td>Classification</td>
<td>Australian Public Service Level 5 (APS 5)</td>
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<tr>
<td>Salary</td>
<td>$72,938 - $77,339 per annum, plus superannuation</td>
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<tr>
<td>Employment type</td>
<td>Non-ongoing; full-time for a period of 12 months.</td>
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<tr>
<td>Location</td>
<td>Brisbane, QLD</td>
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<tr>
<td>Position number</td>
<td>1616</td>
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<tr>
<td>Reports to</td>
<td>Registrar NNTT</td>
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Agency Overview

The Federal Court of Australia entity is the administrative organisation that engages employees under the Public Service Act 1999 to work in support of one or more of the following courts or Tribunal:

- Federal Court of Australia
- Family Court of Australia
- Federal Circuit Court of Australia, and
- National Native Title Tribunal.

The Courts Administration Legislation Amendment Act 2016 established the Federal Court entity however, each court continues to maintain its distinct statutory identity, with separate functions and judicial independence.

Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021.

Jurisdiction

The NNTT is an authority established by the Native Title Act 1993 (Cth) which has offices in four Australian States.

The Tribunal comprises a President and members, who are appointed by the Governor General under the Native Title Act 1993 (Cth) to make decisions, conduct inquiries, reviews and mediations, and assist various parties with native title applications, and Indigenous Land Use Agreements.

The Tribunal is supported by the Native Title Registrar (Registrar), who together with the President and members, have separate and specific functions and responsibilities to perform under the Native Title Act 1993 (Cth). Staff assisting the Tribunal and the Registrar are employed by the Federal Court of Australia.
Position Overview

The Associate performs a research role for the President, Members of the Tribunal and the Registrar. The majority of the work undertaken would be researching legal issues and preparing papers and notes to assist the Tribunal. The position would suit a law student, graduate or lawyer with some experience and an interest in legal and academic research.

Duties

- Conduct high level legal research on behalf of the President, Members of the Tribunal and the Registrar, including:
  - Researching cases, legislation and bills.
  - Conducting literature searches for journal articles, second reading speeches or relevant reports.
- Preparing case notes or summaries of a particular area of the law.
- The preparation of papers and notes on points of law relating to legal matters within the Tribunal.
- Proof reading draft reasons and verifying citations.
- Perform other duties as reasonably required and directed.

Competencies & Attributes

To undertake this role the successful candidate must have:

- The ability to undertake complex legal research and prepare briefings and notes based on that research.
- A sound understanding of the native title jurisdiction or the ability to acquire such knowledge quickly.
- The ability to effectively manage multiple tasks and priorities under time pressures.
- A high level of IT proficiency.
- The ability to work autonomously with the necessary authority and accountability to manage work but also work collaboratively as a member of a small team.
- Attitude that enables the candidate to work harmoniously within the office environment.

Key Relationships

- President, Members of the Tribunal and the Registrar – working closely with and undertaking legal research as per their direction.
- Tribunal’s staff – coordinating work with other members of the Tribunal’s staff.

Formal Qualifications

A legal qualification, or substantial progress towards completion of a legal qualification, is required.

Selection Criteria

1. Possessing and demonstrating an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people.
2. Possessing and demonstrating an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. Demonstrated ability to conduct high level research, including preparing reports and briefing materials.
4. Demonstrated knowledge of the Tribunal’s native title jurisdiction, practices and procedures, or the ability to acquire such knowledge quickly and the ability to interpret and apply legal principles, rules and regulations.

5. Strong interpersonal skills with an ability to deal effectively with a wide range of internal and external stakeholders.

6. Demonstrated ability to take responsibility for achieving work outcomes within agreed timeframes.

7. Sound IT proficiency, including use of electronic legal resources and expert knowledge of Microsoft Applications.

How to Apply

To apply for this position please click on the “apply now” button on the Federal Court website.

To be considered you will need to:

- enter a statement of claims against the selection criteria
- upload an up to date resume
- upload relevant qualifications

by 11:55pm AEST on 13 October 2020.

For more information contact Ros Hanf on phone (08) 9425 1074 or email Rosalind.Hanf@nntt.gov.au