

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	<b>Senior Legal Officer</b>
<b>Department:</b>	Legal and Governance Services
<b>Reports to:</b>	General Counsel
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	2 year Fixed-Term, Full-Time

### ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”  
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

The Senior Legal Officer is responsible for ensuring activities on Yawuru land are systematically assessed, approved and monitored to safeguard the native title rights and interests and cultural heritage of the Yawuru community. The role also involves research and drafting commercial law documents as required by the General Counsel.

Please see the attached Position Description at the end of this pack for detailed key responsibilities and outcomes of this position.

### ESSENTIAL SELECTION CRITERIA

1. Admitted as a solicitor in WA holding a current unrestricted practising certificate
2. 3-5 years legal experience in native title, future acts, Aboriginal cultural heritage matters and commercial law
3. High level communication skills to engage and negotiate effectively with a wide range of people, including directors, policy makers, senior executives, government agencies, mining and petroleum companies and other stakeholders, in order to develop effective partnerships and working relationships
4. Ability to deliver projects to agreed specification for time, cost and scope
5. Ability to use and experience in document and workflow management systems

### DESIRABLE SELECTION CRITERIA

1. Tertiary qualification or equivalent experience in resource management or other related discipline
2. Knowledge and experience in working around issues and barriers facing Yawuru people, their native title and their resources

## BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



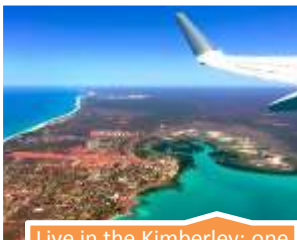
Generous salary packaging



Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Access to Lynda.com online training

## LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 15,857, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>



## APPLICATION PROCESS

Applications should be sent electronically to [recruitment@yawuru.org.au](mailto:recruitment@yawuru.org.au) and addressed to:

Human Resources  
Nyamba Buru Yawuru  
PO Box 425  
Broome, WA 6725

Please include the following in your application:

1. Completed NBY Application for Employment Form (found on NBY website)
2. Cover Letter
3. Resume/ CV
4. Statements addressing the selection criteria

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600.

Applications for this position close COB **Friday, 30<sup>th</sup> August 2019**.

POSITION	LOCATION	REPORTING RELATIONSHIP
Senior Legal Officer	Broome, WA	Reports to the General Counsel

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#### PRIMARY FUNCTION

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#### LINE MANAGEMENT RESPONSIBILITIES

Nil

Day to day Supervision of

- Legal Officer (part time)
- Project Co-ordination Officer, Native Title & Environmental Services
- Cultural Advisors and Cultural Monitors

#### COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY & PBC Boards
- General Counsel
- NBY Colleagues particularly Executive Team and Managers.
- Yawuru and non-Yawuru community stakeholders
- Local, State, and Commonwealth Government staff
- Third parties seeking access to Yawuru land

#### KEY RESPONSIBILITIES

##### LEGAL PROJECT MANAGEMENT

- Under the direction of the General Counsel provide advice on all aspects of Yawuru native title, Future Acts and cultural heritage
- Undertake legal research, advice, drafting and correspondence as required.
- Advise the General Counsel of any future challenges likely to impact the demand for and negotiation of future acts and develop strategies which contribute to achieving NBY’s goals
- Assist General Counsel with development, review and implement strategies and systems for management of Yawuru traditional lands in alignment with NBY’s strategic plan
- Support the General Counsel in the continuous improvement of NBY’s future acts and cultural heritage systems and activities
- Provide reports to the General Counsel and Boards as required
- Operate in a collegiate way across the organisation in order to share and leverage expertise

##### NATIVE TITLE, FUTURE ACTS AND HERITAGE MANAGEMENT

- Ensure all native title, future act and other legal deadlines are met in a timely manner
- Ensure systems are developed and maintained to assess, authorise and monitor suitable third party activities on Yawuru land, in alignment with the NBY Strategic Plan
- Manage, monitor and report on the performance of the future acts and cultural heritage approval system
- Develop, implement and review resource management plans for Yawuru lands, as required
- Develop mutually beneficial partnerships with commercial, community and government stakeholders, to achieve optimal outcomes for the Yawuru community

- As required, develop specifications and manage procurement for specialist services, ensuring all work is completed to appropriate standards and meets regulatory requirements whilst providing appropriate value for money
- Represent NBY's interests in negotiations and activities in line with NBY's approved strategic direction
- Develop appropriate systems and reporting procedures to effectively track and monitor the status of future acts and other associated projects

#### **INDIVIDUAL COMMITMENT**

- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours
- Work collaboratively with management and staff across the business in support of NBY's strategic objectives
- Maintain a professional approach in the workplace
- Conform to NBY's conditions of employment, code of conduct, and organisational policies and procedures
- Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act
- Continuously identify opportunities for improvement

### **KEY OUTCOMES OF THIS POSITION**

#### **LEGAL PROJECT MANAGEMENT**

- Accurate and timely legal advice provision on all aspects of Yawuru Native Title, Future Acts and Cultural Heritage issues as directed.

#### **NATIVE TITLE, FUTURE ACTS AND HERITAGE MANAGEMENT**

- Third party activities on Yawuru land are systematically assessed, approved and monitored to safeguard native title rights and interests and cultural heritage of the Yawuru community as well as identifying and maximising appropriate commercial opportunities

#### **INDIVIDUAL COMMITMENT**

- NBY's vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies
- All activities are subject to a demonstrated cycle of continuous improvement

### **ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES**

1. Admitted as a solicitor in WA holding a current unrestricted practising certificate
2. 3-5 years legal experience in native title, future acts, Aboriginal cultural heritage matters and commercial law
3. High level communication skills to engage and negotiate effectively with a wide range of people, including directors, policy makers, senior executives, government agencies, mining and petroleum companies and other stakeholders, in order to develop effective partnerships and working relationships
4. Ability to deliver projects to agreed specification for time, cost and scope
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### **DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS**

1. Tertiary qualification or equivalent experience in resource management or other related discipline
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### **PRE-EMPLOYMENT REQUIREMENTS**

1. Current 'C' Class driver's licence
2. National police clearance