

**Position Profile**

**Position Title:** General Counsel

**Classification:** Senior Executive Employee

**Division / Section / Unit / Team:** Legal

**Location:** Negotiable

**Position Title of Supervisor:** Group Chief Executive Officer

**Position(s) Supervised:** 3 Senior Legal Counsel

 Associate Counsel

 Paralegal Officer

 Manager Risk & Assurance

**Organisational Environment**

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

**Section/Directorate Environment**

The ILSC Legal team provides legal services to the ILSC (as required) in order for the ILSC to perform its functions and exercise its powers under the *Aboriginal and Torres Strait Islander Act 2005 (Cth)* and the *Public Governance, Performance and Accountability Act 2013 (Cth).*

**Purpose of the Position**

The position reports to the Group Chief Executive Officer (GCEO) and is responsible for directing, instruments managing, and delivering legal services to the ILSC Group in accordance with the relevant legal framework, regulations, and prevailing ILSC policies and procedures. The General Counsel will ensure that the ILSC operates within the law at all times, offers counsel on legal issues, facilitates strategy development and implementation and acts as an effective guardian of the organisation.

**Key Responsibilities/ Accountabilities and Outcomes**

1. Provide effective leadership in the areas of commercial and property (with an emphasis on contracting and construction), governmental and administrative, Native Title/Indigenous land rights, environmental and employment law.
2. Lead and manage the ILSC Group Corporate Governance Program ensuring best practice corporate governance procedures are maintained at all times.
3. Lead and manage the ILSC Group Risk Management Program providing leadership, direction and innovation in risk identification, analysis and mitigation for strategic, corporate, program and project risks. Enhance the capability of employees through development of a risk management culture.
4. Perform the role of ILSC Company Secretary maintaining statutory records and requirements as required.
5. Provide guidance and support to direct reports, including managing performance, supporting development, and contributing to a positive workplace culture.
6. Proactively build and maintain their own cultural sensitivity and capability.
7. Ensure decision making processes are based on ethics and integrity and are driven by the purpose of the ILSC.
8. Build and maintain relationships with key stakeholders based on trust and respect.
9. Participate as a member of the ILSC Group Executive Team in providing dynamic and innovative leadership and taking a leading role in legal and policy matters impacting upon the ILSC.
10. Provide high-level legal advice and recommendations to the Group CEO, Executive Management Team and the ILSC Board.
11. Prepare briefings for the Group CEO and ILSC Board, on a regular basis.
12. Prepare correspondence dealing with legal issues as required.
13. Participating in applicable Performance Management scheme.
14. Carrying out other duties as required from time to time on behalf of the GCEO.

**Selection Criteria**

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| **The occupant of this position will be able to demonstrate the possession of the following criteria.**Each applicant will be assessed against and will be able to demonstrate against the following criteria within the position’s key Responsibilities/Accountabilities and Outcome: |
| 1. Collegiate and collaborative conduct;
2. Shaping strategic thinking and change;
3. Achieving results;
4. Exemplifying personal drive and integrity;
5. Cultivating productive working relationships; and
6. Communicating with clarity.

In addition, each applicant will demonstrate the following:1. Ability to review and implement efficiencies to ensure the legal section is fit for purpose as the ILSC administration reacts to the Board approved strategy.
2. Capacity to communicate effectively with Indigenous people, and a knowledge, respect and understanding of their culture and aspirations.
3. High level legal skills in commercial, property and administrative law.
4. Knowledge of and experience working in Native Title/land rights, construction, environmental and employment law.
5. Knowledge of the law relating to financial and other grants, privacy legislation, freedom of information, judicial review and the application of government policy, particularly as they relate to the operations of a Commonwealth Corporate Entity.
6. Excellent drafting skills including contracts, commercial agreements, grant documents, property transactions and litigation documents.
7. Capacity to lead a team in a diverse and changing work environment, managing risk and effectively managing priorities and tasks to completion.
8. High level ability to create and maintain an expectation of trust and confidentiality and the ability to display sound judgement in regard to highly sensitive and/or volatile issues.
9. Experience in developing strong collaborative partnerships across a diverse organisation.

**Qualifications**Formal qualifications in Law. Admission as a legal practitioner (or eligible to be admitted) of the Supreme Court of South Australia.Extensive post admission experience in a commercial, property, administrative or Native Title law practice or in a comparable in-house legal Counsel role. |

**Special Conditions**

The preferred applicant will be employed under the provision of the ILC Enterprise and will be required to undertake a criminal history check and medical assessment. However the results may not necessarily preclude an appointment.

Appointment to this position of a person not currently an officer of the Indigenous Land and Sea Corporation will be subject to a probationary period of not less than six months.

Possession of a valid driver’s licence that allows you to operate a vehicle in all Australian States and Territories is essential. Any disqualification of your driver’s license may result in termination of employment.

There may be a requirement for intrastate and interstate travel, including the possibility of short stays in remote locations, requiring overnight absences. Travel to remote locations will require the need to travel in a 4WD vehicle (training provided) and/or fly in light planes.

**Expectations and Behaviours**

All ILSC employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILSC. Accepting a position with the ILSC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILSC Values and Code of Conduct is available in the current ILC Enterprise Agreement available on the ILSC website at [www.ilsc.gov.au](http://www.ilsc.gov.au).

**EEO/Diversity** – All ILSC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILSC and broader community.

**Probity** – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILSC employees.

**Customer Service** – All ILSC employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

**Work Health and Safety (WHS)** – All ILSC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILSC as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

**Continuous Improvement** – All ILSC employees are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.