



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title:	Legal Officer
Instrument:	Torres Strait Island Regional Council Certified Agreement, 2021
Status:	Fixed-term (1 year) part-time (3 days per week)
Classification:	Level 5 – (\$68,692 - \$70,304 per annum pro-rata)
Reports to:	Manager Legal & Risk
Direct Reports:	Nil
Location	Any TSIRC Division or Cairns office
Stream:	Stream A – Administration
Position Number:	1736
Reports:	Corporate Services

WHAT YOU NEED TO KNOW ABOUT APPLYING FOR THE POSITION

Applications close Friday, 10 May 2024

To apply for this role: Please apply directly to: <http://www.tsirc.qld.gov.au/> and click “Work for Us” and then “Vacancies”. Click on the interested position and follow the prompts.

Please submit:

- *A cover letter no more than two (2) pages and an updated resume.*
- *Address in your cover letter how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.*

Applicants who do not address these requirements will not be considered for shortlisting.

POSITION OBJECTIVE

The Legal Officer is a member of the Legal and Risk team. They are accountable for delivering specific legal services. These services encompass providing accurate, ethical, strategic, and timely counsel and representation to the Torres Strait Island Regional Council. The ultimate objective is to enable the efficient and compliant delivery of services within the Torres Strait Island Regional Council's jurisdiction.

KEY RESPONSIBILITIES

- Provide qualified legal advice within the Legal Services department on areas including but not limited to governance, compliance, contracts, and projects, as required.
- Provide qualified legal practice in leading the home-ownership project, including:
 - assisting in reviewing and advising on the Trustee Policy;
 - managing each Expression of Interest file for 99-year homeownership leases;
 - managing the Trustee decision-making process for 99-year homeownership leases;
 - liaising with applicants, Department of Treaty, Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP), Department of Resources, Registered Native Title Bodies Corporate (RNTBCs), lenders, homeownership working groups;
 - presenting home-ownership community information sessions in the Torres Strait Island Regional Council area;
 - preparing reports and home-ownership proposals for Trustee endorsement, and
 - coordinating with the Legal Services team and Assets team on the management of the Lease and Licence Database, divestment of Council housing assets and asset reconciliations.
- Effectively monitor and report on statutory developments and law reform proposals affecting Council and community pertaining to and measurable against areas and scope of responsibility.
- Develop tailored legal solutions finely balanced between law and traditional lore relevant to the Torres Strait region.
- Develop, review, and respond to complex legal documentation pertaining to and measurable against areas and scope of responsibility, including but not limited to: (a) contracts, (b) correspondence, (c) policies and procedures, (d) pleadings, (e) forms, (f) notices and (g) briefs to obtain external specialist legal advice as necessary.
- Represent Council's interests in consultations, negotiations, mediations and conciliations pertaining to and measurable against areas and scope of responsibility.
- Present information seminars to community, Council employees, and present at Council workshops as required.
- Assist in the management of Council's complaint process.

GENERAL

- Participate in special projects and perform any other duties as legally required.
- Ensure safe work practices and a safe work environment is maintained at all times.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Maintain productive working relationships and provide team support.
- Participate in own performance review and identify learning/development needs.
- Enrol in appropriate education and training to ensure currency of your legal knowledge.
- Comply with TSIRC health and safety policies and procedures.
- Display strong work ethic and ability to listen and complete instructions.

- Native title awareness and an understanding of the implications for local communities and local councils
- Demonstrated legal experience practising in local government law.
- Highly desirable: A knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole.

SKILLS & EXPERIENCE

QUALIFICATIONS

- Successful completion of a Bachelor of Laws (LLB), showcasing a strong grasp of legal principles and practical application.
- Possession, of a currently valid Unrestricted Employee Practising Certificate issued by the Queensland Law Society or eligibility for immediate issuance.

ESSENTIAL

- Admission as a Solicitor on the Roll of Practitioners of both the Supreme Court of Queensland and the High Court of Australia, or eligibility for immediate admission.
- Demonstrated legal experience of at least two (2) years in the following areas:
 - Land Law, with a specific focus on remote indigenous communities.
 - Property Law, encompassing leasing, licensing, and related matters.
 - Contract Law.
 - Governance.

DESIRABLE

- Demonstrated legal experience in Local Government Law.
- A current (open and unrestricted) Queensland Driver's Licence.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel to the Torres Strait Islands may be a requirement of this position.
- The preferred applicant may be required to apply for a National Police Certificate before appointment.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability and level of training.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a. workplace health and safety
 - b. anti-discrimination
 - c. equal employment opportunity
 - d. confidentiality
 - e. local government principles
 - f. Ailan Kastom
 - g. Council's Vision and Values listed on the next page.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p>ONE We are one team who achieves together.</p>	<ul style="list-style-type: none"> • We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region. 	
 <p>RESPECT We have respect for each other and the communities we serve.</p>	<ul style="list-style-type: none"> • We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths. 	
 <p>ACCOUNTABILITY We are accountable and responsive to our communities.</p>	<ul style="list-style-type: none"> • We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do. 	
 <p>COURAGE We are courageous leaders, who think innovatively.</p>	<ul style="list-style-type: none"> • We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision. 	
 <p>RESILIENCE We are builders of a sustainable and resilient region.</p>	<ul style="list-style-type: none"> • We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation. 	