

# POSITION STATEMENT

<b>Title:</b>	Senior Lawyer	<b>Position no:</b>	8016
<b>Level:</b>	IBA Level 6 (\$120,922 - \$134,247)	<b>Last updated:</b>	September 2023
<b>Location:</b>	Sydney or Brisbane	<b>Term:</b>	ongoing
<b>Program:</b>	Legal & Risk		
<b>Section:</b>	Legal Services		
<b>Context:</b> <p>Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.</p> <p>We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p> <p>Our staff are invested, informed, responsive, respectful and connected.</p> <p>The Legal Services team is responsible for providing legal advice and support to all areas of IBA (Housing Solutions, Business Solutions, Investments and corporate enabling services), including to the Executive, Board and Board committees.</p>			
<b>Role:</b> <p>The successful applicant will advise on a diverse range of commercial and administrative matters to promote IBA's vision. They will engage with all of IBA's business areas and work as part of a dynamic and innovative Legal Services team with the support of the General Counsel.</p>			
<b>Duties:</b> <ul style="list-style-type: none"><li>• Provide legal advice to IBA's business areas on a diverse range of matters including: transactional work (including acquisitions, divestments, development of new products and corporate structuring), negotiation of commercial agreements (including finance documents, leases, services agreements and confidentiality agreements), employment matters, finance and debt recovery matters, statutory interpretation, ministerial reporting, administrative law matters, funds management, intellectual property matters and dispute resolution matters (including complaints handling);</li><li>• Manage all legal aspects of significant commercial transactions (renewables, retail, property, tourism, funds);</li><li>• Contribute to management and supervision of lawyers and administrative staff;</li><li>• Build and maintain relationships with key stakeholders internally and externally (e.g. the Executive, key Government stakeholders, internal clients);</li><li>• Contribute to the development and maintenance of a precedent bank of standard forms, contracts and legal advices;</li></ul>			

- Develop knowledge and capacity across IBA to manage legal risks and issues, including by preparing and delivering training to IBA staff and stakeholders;
- Source external legal advice, when necessary and instructing external counsel, including assisting business areas obtain value for money for legal services;
- Improve IBA's corporate governance, including by assisting to develop policies and procedures; and
- Other duties as required.

### **Required capabilities**

These are essential unless otherwise indicated.

#### **Knowledge and experience**

- An understanding of the issues affecting Aboriginal and Torres Strait Islander people and an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
- Experience in managing the provision of practical legal advice on issues relating to commercial and administrative law, financial services and governance.
- Experience in managing commercial and/or property transactions and work in financial services will be highly regarded.
- Experience in drafting and reviewing legal documents.
- Experience supervising legal and non-legal staff.

#### **Skills and attributes**

- Working effectively and independently in a high-volume environment and ability to meet commercial deadlines.
- An ability to manage internal clients and provide practical, commercial legal advice.
- Well-developed oral and written communication, influencing and conflict resolution skills, including demonstrated ability to develop productive working relationships with non-lawyers and the ability to explain legal issues concisely.
- Personal drive and integrity, including sound judgement and discretion in dealing with sensitive issues.

#### **Prerequisite requirements**

- A degree in law from an Australian university or the equivalent, admission as a legal practitioner in Australia and five or more years' post admission experience. □ Capacity to travel on occasion, which may include overnight travel.

#### **Reference documentation:** [www.iba.gov.au](http://www.iba.gov.au)

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

**Further enquiries:** Shanti Rama, Phone: 02 9207 6375 or email: [shanti.rama@iba.gov.au](mailto:shanti.rama@iba.gov.au)

**Applications:** email to [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au)

- Application Coversheet
- Resume
- Statement of claims addressing the required capabilities

Please note that applications not accompanied by the Application Coversheet available from our website or which are sent directly to the enquiry officer will not be accepted.

**Closing date:** 16 October 2023