**Paralegal**

**Position Location Brisbane**

**Employment Type Full-time, Fixed Term Contract – 12 Months**

**Salary – QSNTS 4 $60,000 - $65,000 (negotiable based on skills and experience) plus superannuation**

Queensland South Native Title Services (**QSNTS**) is seeking an experienced, talented and motivated Paralegal to join our team in our Brisbane CBD office.

**About Us**

QSNTS is a Native Title Service Provider funded by the Federal Government to assist Traditional Owners in the pursuit of their native title aspirations by providing a comprehensive range of statutory services under the *Native Title Act 1993* (Cth).

We are truly passionate about the work we do and the values we live by. We are committed to building trusting partnerships and walking together with Traditional Owners to ensure they have the support they need to make strong and informed decisions through every step of the Native Title journey.

We are a dynamic team of professionals who are committed to right people, right country, right path

**About the Role**

As a Paralegal with QSNTS, you will work in an interdisciplinary teams, under the supervision of a qualified senior legal practitioner, to assist in the delivery of a comprehensive suite of services, including the performance of QSNTS’ functions under the *Native Title Act*, to support traditional owners to pursue, secure and implement their native title rights and interests.

Key responsibilities of this role will include:

* Providing legal administrative support within the legal cohort and to a Client Management Team (“CMT”)
* Working as a member of a CMT to achieve outcomes for our clients
* Conducting legal research
* Drafting correspondence and court documents
* Preparing briefs
* Transcribing of interviews
* Minute-taking
* Managing legal records and correspondence in accordance with QSNTS information management standards
* Travelling to rural and remote parts of Queensland (which may include weekend work)

**About you**

The ideal applicant will ideally possess the following:

* Knowledge of the cultural, political, economic, environmental and social issues affecting First Nations peoples
* Some relevant experience as a paralegal or legal secretary
* Be client service oriented
* Possess high level attention to detail
* Be flexible and collaborative in your attitude towards your role and your colleagues
* Excellent interpersonal, communication and organisation skills
* Experience in using Microsoft Office suites
* Willing to travel to remote parts of Queensland
* Experience using HPECM information management system (or similar records management software)
* Hold a current C class driver’s licence
* Experience in Native Title will be highly regarded.

QSNTS is committed to career progression opportunities for employees. As such upon satisfactory conclusion of this 12 month contract, a 24 month contract as Lawyer may (subject to internal needs and your performance) be offered to those with legal qualifications. Upon satisfactory conclusion of this period, an offer of permanent placement may be made. QSNTS employees enjoy a host of generous employment conditions, including:-

* attractive salary sacrificing options
* Leave Loading
* Personal/Carers Leave of 15 days
* Cultural Leave
* Moving House Leave
* Study Leave
* Wellbeing Reimbursements

**How to apply**

A detailed position description is available on the careers page of the QSNTS website ([www.qsnts.com.au](http://www.qsnts.com.au)/careers/), and applicants seeking further information are encouraged to contact Human Resources QSNTS, on (07) 3224 1200.

To apply for this position, please submit a cover letter no greater than two (2) pages outlining your suitability in reference to the skills and characteristics listed in the ‘About you’ section above, together with your Curriculum Vitae, to [humanresources@qsnts.com.au](mailto:humanresources@qsnts.com.au).

QSNTS highly values the health and wellbeing of all employees and recognises that a number of employees, clients, board members and others affiliated with QSNTS are vulnerable to the impact of Covid-19. As such, QSNTS requires new employees to demonstrate their Covid-19 vaccination status prior to commencement.