



V A C A N C Y

Legal Case Manager (Native Title) Federal Court of Australia – NSW District Registry Immediate Start

Applications are invited for the position of Legal Case Manager (Native Title) with the Federal Court of Australia, NSW District Registry.

This is a non ongoing fixed term position for up to 6 months with a possible extension for a further 6 months to provide legal research and assist the NSW District Registrar (or nominee) and NSW Native Title Coordinating Registrar with the active case management of native title and general jurisdiction cases in the NSW District Registry of Federal Court of Australia at the FCS Level 5 (APS 5 equivalent) with a full time salary of \$61,277 pa.

The successful applicant will have legal qualifications ideally at the honours level (or equivalent) with the ability to undertake high quality legal research and perform a broad range of case management tasks designed to progress the efficient preparation and resolution of native title cases by the Court.

The position requires a highly motivated person, with a particular interest in native title, who can with minimum supervision assist with the planning and management of the court's native title caseload including the organisation of on-country hearings for case management conferences or hearings, act as the primary point of contact with representation bodies, stakeholder groups and litigants in relation to native title, assist the court and the registrars supervise the mediation process of native title cases. The successful candidate must also have the aptitude to work cooperatively at both a local level and with a geographically dispersed team of professionals specialising in native title cases across the court nationally by sharing information and streamlining administrative practices and reporting arrangements. The position requires an energetic, outcome focussed person, with high level communication, analytical, organisational and computer skills to operate in a culturally diverse environment and who understands and can uphold APS Values.

To apply, candidates must hold a law degree from a recognised Australian Law School or equivalent (preferably to honours level or equivalent) and provide the following materials by **27 November 2009**:

- a) A written statement of no more than 3 pages setting out your experience and claims against the selection criteria for the position;
- b) Curriculum vitae;
- c) Transcripts of law school marks;
- d) A letter explaining why the position is being sought;
- e) One (1) sample of legal writing which the candidates have written themselves;
- f) Names of two (2) referees.

All applications should be emailed to nswjobs@fedcourt.gov.au by **5pm Friday 27 November 2009**.

Although not preferred, applications may be mailed to:

Director People and Operations
Federal Court of Australia
NSW District Registry
Level 17, Law Courts Building
Queens Square
Sydney NSW 2000.

Copies of the job description and selection criteria can be obtained on the Court's website http://www.fedcourt.gov.au/new/new_jobs_vac.html

Other enquiries should be directed to Sharon Hodge on 02 9230 8264.