



Environmental Defenders Office

First Nations Justice Administrator – Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

Job title: First Nations Justice Administrator

Reporting to: Director – First Nations Program

Special Requirements:

- This is an Identified Position – It is an occupational requirement that this position be filled by an Aboriginal and/or Torres Strait Islander person.
- Travel may be required to support the First Nations Director and the First Nations Strategic Advisory Committee.

Purpose of the position

Since time immemorial, First Nations peoples have been taking care of their Countries. These deep understandings, knowledges and experiences are critical to maintaining the health and vitality of Australia and the Pacific's unique wildlife and ecosystems. EDO respects these great knowledges, and strongly believes that EDO cannot achieve a world where nature thrives without working alongside First Nations peoples.

EDO has established an Indigenous-led First Nations Program, to work alongside First Nations peoples to protect their Countries, and centre understanding of – and respect for – First Nations perspectives in EDO's work. Having effective administrative systems and processes in place, as well as the ongoing capacity to build upon those foundations will have a remarkable impact on the First Nations Program, including providing EDO the ability to work alongside First Nations clients more seamlessly.

The First Nations Justice Administrator is responsible for providing holistic administrative support to the Director - First Nations, the First Nations Strategic Advisory Committee, First Nations Program and its team and at times, First Nations clients, more broadly.

This role involves building and managing the administrative infrastructure within the First Nations Program and First Nations Strategic Advisory Committee, as well as undertaking a variety of tasks to support the day-to-day operations of the First Nations Program.

Key responsibilities & duties

- Support to First Nations Director and First Nations Strategic Advisory Committee:

- Diary management: coordinate meetings internally and externally, prepare agendas, take minutes, prepare presentations.
- Email support: triage emails, assist with managing tasks and commitments in a timely manner.
- Program operations: support the Director to undertake their operational responsibilities through coordinating events as per the People and Culture calendar, such as Performance Reviews, Onboarding / Offboarding, Probation cycles, coordinate the annual planning and strategic planning cycles with the First Nations program and work including consultation, drafting and reviewing and finalisation of plans;
- Manage the short, medium and longer-term tasks for the First Nations Director, including board reporting, human resources, payroll, training, compliance, accreditation, policies and procedures by delegating, liaising and following up as needed, arranging travel and ensuring payments are made.
- In consultation with the First Nations Director, liaise with Aboriginal Controlled Community Organisations (ACCOS), government, peak bodies, contractors and other external stakeholders in performing the functions of the role.
- Build, maintain and manage the administrative infrastructure within the First Nations Program and broader First Nations elements of EDOs work.
 - Update EDO's intranet and external website with First Nations content alongside the Media and Communications Team.
 - Lead the design and implementation of workflows within EDO's software to create a consistent and effective method of giving visibility and business intelligence of our work.
 - Develop and at times contribute to the development and review of internal procedures, processes, policies and systems as they relate to First Nations peoples and content.
- General administration:
 - Administrative duties to First Nations Program Team Members as required.
 - Reconciliation of credit card statements and purchasing
 - Assistant with registering for events and workshops
 - Booking travel and accommodation
 - Draft high quality documentation including letters, emails and reports.
- Other ad hoc tasks as required or the benefit of the First Nations Program work.

General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

Commitment to EDO's Values:

Commitment

- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

Integrity

- We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.