

**CLCAC**CARPENTARIA LAND COUNCIL
ABORIGINAL CORPORATION*United we stand.*

Native Title & PBC Economic Development Project Officer

CLCAC was established over 33 years ago in Burketown to represent the rights & interests of Traditional Owners. Our members are drawn from nine language groups whose traditional lands & waters are located in the southern Gulf of Carpentaria. As the recognised Native Title Service Body for the Southern Gulf of Carpentaria region, CLCAC performs statutory functions in accordance with the provisions of the Native Title Act 1993. An elected Board determines the Organisation's priorities and monitors the progress of native title applications and oversees operational activities and general governance.

CLCAC supports native title, Prescribed Body Corporate (PBC) economic development, Land & Environment and Indigenous Ranger programs in Burketown, Normanton & Mornington Island. We have an exciting new opportunity to join our organisation.

The Position

Under the direction and supervision of the Principal Legal Officer (PLO), you will be responsible for coordinating and driving Prescribed Body Corporate (PBC) capacity building and business development support projects, as well as native title, future act and cultural heritage support to the PLO in a professional and timely manner.

We require the assistance of a dynamic Native Title & PBC Economic Development Project Officer to join our team. This position will be responsible for:

- Assisting with the preparation of objections and responses received under the future act regime of the Native Title Act;
- Providing project management assistance to native title claim groups and PBC's;
- Assisting with the coordination of cultural heritage surveys in response to mining and other development proposals;
- Assisting with implementing economic development, business development, capacity building and governance initiatives;
- Assisting PBC's to implement appropriate governance frameworks;
- Assisting with consultations with Traditional Owners and key stakeholders;
- Undertaking research tasks and draft correspondence as requested; and
- Preparing proposals, submissions and grant applications as required.

The ideal person for this role, will be someone who is a creative problem solver; can manage multiple projects; is relationship and outcome focused; has some experience in working with Traditional Owner groups and has excellent writing and communication skills.

Salary and Conditions

The position is a full-time position based in the Cairns Office and will involve regular travel throughout the southern Gulf of Carpentaria region:

- Salary Range: \$75,088 - \$81,796 p.a. depending on skills and experience.
- The CLCAC is a Private Benevolent Institution: Salary Sacrifice arrangements are available.
- Leave entitlements will include 5 weeks annual leave.

To Apply

To be considered for this role applications must be submitted directly to hr@clcac.com.au by the closing date and must include:

- A covering letter (1 page only);
- A separate attachment outlining your experience against the Selection Criteria (no longer than 2 pages); and
- A current resume, including the names and contact details of two referees (no longer than 4 pages).

Please ensure your application is marked '**Private and Confidential**' and addressed to:

Bronwyn Morgan
HR & OHS Compliance Officer
Carpentaria Land Council Aboriginal Corporation
PO Box 6662
Cairns QLD 4870
Or email to: hr@clcac.com.au

Selection Criteria

1. Tertiary qualification in Legal Studies;
2. Demonstrated knowledge or the ability to obtain knowledge of the Native Title and PBC Economic Development operating environment;
3. Demonstrated high level of project management and organisational skills;
4. Demonstrated drive and commitment to identify and facilitate investment and Indigenous development opportunities;
5. Exceptional research and writing skills including the ability to write high quality reports and grant applications; and
6. Demonstrated communication and liaison skills with various key stakeholders, including Indigenous people, government agencies and the corporate sector and the ability to facilitate forums.

Applications close 5pm AEST Friday 20 November 2020

FURTHER POSITION DETAILS

For further information or to obtain a copy of the full Position Description please contact Bronwyn Morgan on 07 4041 3833.