

**CENTRAL LAND COUNCIL  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Indigenous Protected Area (IPA) Coordinator (Southern Tanami)
<b>POSITION NUMBER:</b>	LM020
<b>CLASSIFICATION LEVEL:</b>	ASO 6
<b>POSITION LOCATION:</b>	Yuendumu community and Alice Springs
<b>RESPONSIBLE TO:</b>	Manager, Land Management
<b>LAST REVIEWED:</b>	January 2017

This position will coordinate the implementation of indigenous land management on Aboriginal land in the Southern Tanami region of the NT. Based in Yuendumu, the IPA coordinator will work with regional traditional owners, the Warlpiri Aboriginal Rangers, and the wider community to:

- a) Implement the *Ngurra Walalja Warra Warra Kanjaku: 'Looking after Our Country'* Southern Tanami Indigenous Protected Area Plan of Management;
- b) Facilitate on-going cultural and natural resource management planning; and
- c) Integrate the Warlpiri Aboriginal Ranger group into Plan of Management implementation and other cultural and natural resource management opportunities in the region.

**SPECIFIC ROLE RESPONSIBILITIES AND DUTIES**

1. Coordinate the implementation of the *Ngurra Walalja Warra Warra Kanjaku: 'Looking after Our Country'* Southern Tanami Indigenous Protected Area Plan of Management to protect identified natural and cultural values;
2. Maintain planning impetus for cultural and natural resource management across the IPA through Management Committee meetings and on-going traditional owner consultations and fieldwork to identify further priority management actions;
3. Provide general advice and direction to the Warlpiri Aboriginal Ranger group in achieving the desired outcomes of the IPA Plan of Management and related aspirations of the traditional owners and the communities of Yuendumu, Nyirripi and Willowra including preparation, implementation and review of work plans;
4. As appropriate, integrate regional and national environmental strategies and programs with existing community land management initiatives and co-ordinate links with related agencies by:
  - Convening an IPA Advisory Committee comprised of representatives of relevant regional, state and national organisations;
  - Assisting with traditional owner and ranger representation at Warlu (Fire) Committee meetings;
  - Identifying and interpreting relevant government programs, resources and related initiatives and consult traditional owners with respect to their suitability for achieving regional indigenous land management objectives;
  - Identifying opportunities for collaboration with regional stakeholders, mining interests, research organisations and government agencies in relation to specific land management issues; and
  - Conducting regular reviews and consideration of external initiatives and proposals.
5. Collect and collate available information on the natural and cultural values of the IPA to better define the area's regional and national significance;
6. Oversee the collection of systematic biodiversity monitoring data to track the effectiveness of IPA management activities;
7. With support from the Regional Land Management Officer (Tanami) and the Warlpiri Ranger Coordinator identify opportunities for ranger and traditional owner involvement in fee-for-service land management work;
8. With support from the Regional Land Management Officer (Tanami) provide advice and assistance to traditional owners and local Aboriginal organisations to prepare submissions and funding proposals relevant to their land management aspirations;
9. Liaise with staff of government departments, non-government agencies, community organisations, regional stakeholders and the general public on matters relevant to IPA; and
10. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training, and are consistent with the classification structure.

## **MONITORING AND COMPLIANCE REQUIREMENTS**

This project will be monitored quarterly by the Southern Tanami IPA Management Committee which will be convened by the IPA Coordinator and the CLC Regional Land Management Officer (Tanami). The IPA Management Committee comprises representatives of traditional Aboriginal owners for the IPA.

The Southern Tanami IPA will be managed in collaboration with the Warlpiri Ranger Coordinator, in accordance with the Plan of Management and the identified *Environmental Protection & Biodiversity Conservation Act 1999* Schedule 8-Australian IUCN Reserve principles for conservation of biodiversity. They will include:

- Conducting prescribed burning to limit the proliferation and impact of wildfire within the IPA and specifically at sites of cultural and conservation significance;
- Conducting feral animal control targeting camels, horses, donkeys;
- Conducting weed management; monitoring and removal of Weeds of National Significance and noxious weeds;
- Providing support for community members to participate in cultural and heritage maintenance programmes;
- Supporting the enrolment and participation of Indigenous rangers in accredited conservation and land management training;
- Conducting regular biodiversity monitoring and evaluation of effectiveness of management activities within the IPA; and
- Providing six monthly reporting to the Department of Sustainability, Environment, Water, People and Communities (SEWPAC).

In performing their duties, the IPA Coordinator will also comply with the following:

- Aboriginal Land Rights (NT) Act, 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act, 1993;
- CLC Corporate Plan;
- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation;
- CLC Policies and Procedures; and
- External funding and other service agreements relevant to the position.

## **WORKING RELATIONSHIPS**

- Reports to and receives direction from the relevant Regional Land Management Coordinator;
- Work collaboratively with all other staff of the Land Management unit in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

## **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

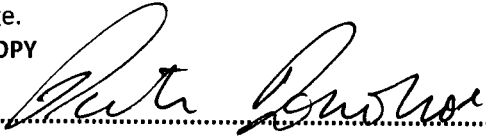
**ESSENTIAL**

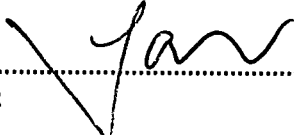
1. Relevant qualifications and/or demonstrated professional competence in natural resource management, ecology, anthropology or related fields.
2. Demonstrated aptitude for community-based planning and engagement in a natural resource management or comparable context, with competence in co-ordination and supervision of a small team in the implementation of 'on ground' projects.
3. Ability to communicate effectively, including consulting, liaising, negotiating, and facilitating meetings with Aboriginal people and other clients, as well as with staff, external organisations, peers and consultants.
4. Ability to communicate effectively in writing through preparation of correspondence, reports, briefings and submissions for distribution to relevant parties.
5. Demonstrated ability for project planning and management, including effective completion of projects on time, to budget and with a minimum of supervision.
6. Ability to travel, live and work in remote locations as a regular part of the job and conduct extended field work involving traditional landowners, staff, and others (including effective collaboration with a range of regional and local agencies).
7. High professional and ethical standards with an ability to build rapport with a broad range of individuals and organisations, analyse and solve problems with flexibility and good humour and a capacity for persistence and resilience in a challenging social, political and physical environment.
8. A current motor vehicle driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities, or the capacity to acquire the necessary skills.
9. Sound skills and experience in using Microsoft software packages for word processing, email etc, and a basic understanding of and experience with geographic information systems.

**DESIRABLE**

1. Knowledge and understanding of the overall context in which the Central Land Council operates, or a desire to obtain this information.
2. Knowledge of Aboriginal society and culture and an understanding of relevant issues in the contemporary Australian context.
3. An understanding of issues surrounding co-operative management of protected areas and experience in arid areas and knowledge of arid zone ecosystems.
4. Familiarity with legislation relating to land management in the NT.
5. Certificate IV in Training and Assessment and competency-based certificates relevant to the practical implementation and co-ordination of on-ground land management programs e.g. weed-spraying, fire-management, heavy machinery use, feral animal control.
6. A demonstrated aptitude for other languages or familiarity and experience with the *Warlpiri* language would be an advantage.

**APPROVED COPY**

Signed: .....  ..... Date 24/1/17  
**UNIT MANAGER**

Signed: .....  ..... Date 30/1/17  
**GENERAL MANAGER**

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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 Employee Name (Please Print)      Employee Signature      Date