



## POSITION DESCRIPTION

<b><u>POSITION:</u></b>	<b>Project Officer – Cairns Office</b>
<b><u>DESCRIPTION:</u></b>	<b>To work as part of a multi-disciplinary team within the FAME Unit to assist Native Title Groups manage future act activities on their country, including mining and exploration activities.</b>
<b><u>UNIT:</u></b>	<b>Future Acts Mining &amp; Exploration (FAME) Unit – Cairns Office</b>
<b><u>LEVEL:</u></b>	<b>Level 5, Step 1 – 4 commensurate on experience</b>
<b><u>SALARY:</u></b>	<b>Starting from \$96,070.41</b>
<b><u>REPORTING TO:</u></b>	<b>Senior Legal Officer - Coordinator FAME Unit</b>

### **KEY WORK DUTIES:**

- Develop respectful working relationships with Native Title Groups within NQLC's region to build their capacity to manage future acts affecting their lands and waters.
- Assist Native Title Groups to develop working relationships between Native Title Groups, explorers, miners and other stakeholders.
- Assist in developing the capacity within each Native Title Group to design, implement and manage systems and strategies to respond to future act notices from the State, including those issued under the expedited procedure regime and other notices from proponents arising from the Native Title Protection Conditions (NTPCs) and other agreements.
- Assist in developing an informed understanding of responsibilities, obligations and benefits and implementation pursuant to the NTPCs and other agreements the Native Title Groups have.
- An ability to develop budgets and provide invoicing support to Native Title Groups in implanting agreements and NTPCs.
- Work closely with the FAME lawyers, other FAME staff, the Engagement and Development Support Team (EDST) and other NQLC staff as may be appropriate, to achieve the goals of the FAME Unit, EDST and NQLC within the required timeframes.
- Facilitate meetings and cultural heritage site inspections between Native Title Groups and explorers subject to NTPCs or miners and other stakeholders subject to other agreements where required.

- Provide secretariat support for Native Title Groups as required in negotiating and implementing agreements.
- Take accurate minutes of all meetings and file notes of telephone communications and maintain hard and electronic records in accordance with NQLC Policies and Procedures.
- Pursuant to the direction of the Senior Legal Officer- Coordinator, FAME or Senior Legal Officer – Manager EDST, delegate and supervise the delivery of logistical support which ensures cost efficient delivery of NQLC services, including: develop meeting/activity budgets; book meeting venues and catering; arrange transport and accommodation for clients and staff; and other related activities as may be required.
- Provide written reports on activities undertaken, milestones achieved and forward planning as may be directed.
- Attend and represent NQLC at forums, conferences and meetings and undertake training as may be required.
- At all times, operate in a manner that is in compliance with NQLC Policies and Procedures; relevant legislation, contractual obligations and any terms or conditions required by funding agencies.
- Undertake other duties as may be directed by Senior Legal Officer- Coordinator, FAME or Senior Legal Officer – Manager EDST or the CEO.

**SELECTION CRITERIA:**

- A proven high level interpersonal, oral and written communication skills and ability to build productive working relationships with Aboriginal people, government agencies and other stakeholders in an informative and culturally appropriate manner.
- Demonstrated experience in supervising administration staff.
- Understanding or an ability to develop an understanding of the Mineral Resources Act 1989, Native Title Act 1993 and the Code of Environmental Compliance for Exploration and Mineral Development Projects.
- Demonstrated ability to coordinate and facilitate meetings between explorers, miners, other stakeholders and Native Title Groups.
- An ability to develop financial proposals in accordance with the “Project Plan” in relation to conducting meetings and other activities with Native Title Groups within the NQLC region.
- A proven ability to competently use the Microsoft Office suite, including intermediate or advanced excel and MYOB/XERO.
- Knowledge or proven ability to gain knowledge of NQLC’s region and Native Title Groups, including an appreciation of cultural aspirations.

- Ability to work as part of a dynamic multi-disciplinary team whilst undertaking project work with minimum supervision. Must be able to progress complex matters to an agreed outcome in a pressure environment.
- Hold a current manual Queensland Drivers Licence – open ‘C’ and ability to undertake travel away from base.