

Job Description: Native Title Officer

POSITION TITLE:	Native Title Officer
POSITION NUMBER:	NT005, NT006 and NT010
CLASSIFICATION LEVEL:	CL 5 – CL 6
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Coordinator – Prescribed Bodies Corporate Support Unit
LAST REVIEWED:	October 2023

KEY FUNCTIONS

The Central Land Council (CLC) is the native title representative body (NTRB) for the southern region of the Northern Territory. As such, the CLC fulfils the functions under the Native Title Act 1993 (Native Title Act) in relation to the securing of, and advocating for, the native title rights of its constituents. Additionally, the CLC provides support services to native title corporations, referred to as prescribed body corporates (PBCs).

The PBC Support Unit (PBCSU) assists PBCs in fulfilling their legal and governance responsibilities and developing sustainable governance practices. The PBCSU also helps PBCs identify activities that align with their social and cultural aspirations. Furthermore, it collaborates with the PBC Enterprise Services Unit to assess potential enterprise development activities to achieve financial independence.

This position involves supporting and enhancing the capabilities of PBCs in the aforementioned areas, ensuring alignment with the CLC's service agreement with PBCs, in accordance with the CLC's Corporate Plan and the requirements of funding bodies.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Assist with the establishment of new PBCs, including the development of the PBC's rule book (constitution) prior to a determination of native title.
2. Assist in the implementation of service agreements between PBCs and the CLC.
3. Assist PBCs to fulfil their responsibilities under the *Native Title Act* and PBC Regulations, as well as compliance responsibilities under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).
4. Contribute to the development and delivery of information and educational materials to increase awareness and understanding of the statutory obligations and responsibilities of PBCs and the CLC's role as a NTRB.
5. Assist PBCs in the preparation and implementation of strategic plans and contribute to the development and review of other PBCs and PBCSU related plans, processes, procedures.
6. Identify and source technical, financial and other support resources including but not limited to funding, training programs, and consulting services, to increase the participation of PBC directors and members in the management of their PBC.
7. In collaboration with PBC Enterprise Services Unit staff, identify and source professional services to aid in the assessment of enterprise development opportunities, preparation of business plans, and land valuations.
8. In collaboration with PBC Project Officers, provide logistical support for meetings and consultations, including notifications and catering, as required.
9. Respond to general inquiries from CLC staff, native title holders, PBC members, and other stakeholders regarding PBC related matters.

10. Establish and maintain effective liaison with other operational sections within the organisation.
11. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
12. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- *Aboriginal Land Rights (NT) Act 1976* (Cth)
- *Northern Territory Aboriginal Sacred Sites Act 1989* (NT)
- *Native Title Act 1993* (Cth)
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act)
- *Work Health & Safety Act* (Cth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures.

WORKING RELATIONSHIPS

- Reports to and receives direction from Coordinator - PBC Support Unit.
- Works collaboratively with all other staff of the PBC Support 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 facilitate the delivery of organisations overall objectives.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.

EXTENT OF AUTHORITY

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

ESSENTIAL

1. A relevant tertiary qualification in fields such as anthropology, community development, public administration, legal studies, or related disciplines, or equivalent relevant experience.
2. Considerable knowledge and understanding of Aboriginal society, culture, and contemporary issues, particularly in the central Australian context.
3. Good organisational skills, capable of working independently, completing projects on time, within budget, and responding effectively to new challenges.
4. Competent in producing high-quality minutes, reports, contracts, briefings, and newsletters, with a strong command of Microsoft Office software suite and related tools.
5. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
6. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
7. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
8. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

9. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Demonstrated competency in understanding compliance requirements under the *CATSI Act*, the role of the Office of the Registrar of Aboriginal Corporations and familiarity with governance requirements for incorporated Aboriginal entities.
2. Demonstrated competency in understanding native title rights, processes, and the functions of PBCs as set out in the Native Title Act and PBC Regulations.
3. Experience working in remote areas.
4. Experience working in an Aboriginal organisations or cross-cultural environment.
5. An awareness and understanding of the overall context in which the Central Land Council operates.

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