

## Job Description : Position Title

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|------------------------------|---------------------------------|
| <b>POSITION TITLE:</b>       | Research Officer – Native Title |
| <b>POSITION NUMBER:</b>      | NT003                           |
| <b>CLASSIFICATION LEVEL:</b> | CL 5 – CL 6                     |
| <b>POSITION LOCATION:</b>    | Alice Springs                   |
| <b>RESPONSIBLE TO:</b>       | Manager – Native Title Program  |
| <b>LAST REVIEWED:</b>        | September 2022                  |

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### KEY FUNCTIONS

*The Central Land Council (CLC) is a recognised Native Title Representative Body under the Native Title Act 1993. An essential part of this role is to research and progress native title applications on behalf of native title holders in CLC's region. The primary function of the position is to undertake desktop research in support of native title claims and related matters, assist consultants and staff anthropologists with native title claim research, and lodge native title claim materials into a claim specific database. The secondary function of the position is to provide operational and logistical support to CLC staff and consultants in native title related fieldwork.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Conduct documentary research and obtain source materials, unpublished and published, held within the CLC and other Australian institutions.
2. Identify, index and annotate information into categories relevant to proof of native title, such as observance of laws and customs, exercise of rights and interests in land, and historical and contemporary connection to land.
3. Assist consultant anthropologists and staff anthropologists with fieldwork for native title claims, including conducting interviews with claimants, recording oral histories and updating genealogies.
4. Source, digitise and prepare post native title claim materials for lodgement into a claim specific database, and monitor the lodgement of claim materials within the database, specifically materials with cultural or gender specific restrictions.
5. Source and catalogue the photographic materials of native title determinations and liaise with native title holders and CLC Media to provide materials for private issue or publications.
6. Arrange consultant access to the CLC internet service and relevant CLC buildings, and prepare 'Bush Kits' and other equipment as required.
7. At the direction of the Native Title Manager and where appropriate, provide assistance to CLC staff and consultants with the organisation, logistics and/or conduct of native title related fieldwork.
8. Other duties that are safe, legal and logical while being within the limits of the employee's skills, competence and training consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

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|--------------------------------------------------|-------------------------------------------------------------------------|
| • Aboriginal Land Rights (NT) Act, 1976          | Conduct                                                                 |
| • Northern Territory Aboriginal Sacred Sites Act | • CLC Risk Management Plan                                              |
| • Native Title Act, 1993                         | • Industrial Relations Legislation                                      |
| • CLC Corporate Plan                             | • Public Governance, Performance and Accountability Act 2013 (PGPA Act) |
| • CLC Enterprise Agreement and Code of           | • Work Health & Safety Act (Cwth) 2011                                  |

- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation
- CLC Policies and Procedures

## **WORKING RELATIONSHIPS**

- Reports to and receives direction from Manager – Native Title Program;
- Work collaboratively with all other staff of the Native Title Program 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

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## SELECTION CRITERIA

### ESSENTIAL

1. Graduate qualifications in anthropology, history or related social science discipline.
2. Well developed research, report writing and analytical skills, including attention to detail.
3. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
4. 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.
5. Ability to follow instructions and complete allocated tasks in a timely manner.
6. Ability to work independently and prioritise effectively, and to know when to seek direction and assistance.
7. Proficiency in the use of computers access a range of applications, including Microsoft Word, Excel and Outlook.
8. 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.
9. A current NT driver's licence.
10. 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. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Experience working in an Aboriginal organisation or cross-cultural environment.
3. Knowledge of, and experience in, the operation of the Native Title Act 1993, particularly in its requirements for anthropological reporting.

*APPROVED COPY: D22-63667*

*APPROVAL DATE: 04 October 2022*