

## Job Description : Indigenous Protected Area Support Officer

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| <b>POSITION TITLE:</b>       | Indigenous Protected Area Support Officer |
| <b>POSITION NUMBER:</b>      | LM039 and LM040, LM066                    |
| <b>CLASSIFICATION LEVEL:</b> | CL4 – CL 5                                |
| <b>POSITION LOCATION:</b>    | Various                                   |
| <b>RESPONSIBLE TO:</b>       | IPA Facilitator                           |
| <b>LAST REVIEWED:</b>        | January 2025                              |

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### KEY FUNCTIONS

*This position will assist the Indigenous Protected Area (IPA) Facilitator and traditional owners to implement the provisions of the IPA Plan of Management and facilitate ongoing cultural and natural resource management planning.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Assist the IPA Facilitator and other relevant CLC staff to incorporate traditional owners into the planning of activities which address their aspirations and other IPA management priorities and support their participation in implementing and supervising those activities.
2. Support the IPA Facilitator in ensuring that identified IPA management activities are incorporated into the work planning of the affiliated Ranger Group, and assist in the delivery of training required to enable rangers to safely perform the tasks identified.
3. Provide administrative and logistic support to the IPA Facilitator in facilitating meetings of the IPA Advisory Committee, IPA Management Committee, traditional owner meetings and other meetings relevant to the management of the IPA as required.
4. Assist the IPA Coordinator in the planning, coordination and implementation of major projects and emergency responses (e.g. wildfire and feral animal control).
5. Assist the IPA Facilitator and the affiliated Ranger Group Facilitator in providing logistical support, day-to-day coordination and ongoing monitoring of approved workplans, related budgets and operational arrangements.
6. Document information on IPA and ranger group activities and performance as required, to meet the reporting duties of CLC and external funding agencies.
7. Promote and maintain a safe working environment through compliance with best practice WHS requirements for the tasks undertaken and instruct traditional owners and rangers on adherence to those requirements using Standard Operating Procedures (SOPs).
8. Contribute to the care, safe-keeping and maintenance of equipment, resources and other related CLC assets and maintain the assets register for the IPA.
9. Assist the IPA Facilitator with operational, administrative and HR tasks as required.
10. Establish and maintain effective liaison with other operational sections within the organisation.
11. Other duties that are safe, legal, logical and responsible while being within limits of employee's skill, competence and training consistent with the classification structure.

## **MONITORING AND COMPLIANCE REQUIREMENTS**

- *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth)
- *Northern Territory Aboriginal Sacred Sites Act* (NT) 1989 (Cth)
- *Native Title Act 1993*
- CLC Corporate Plan
- CLC Ranger and IPA Strategic 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 2011* (Cth)
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation
- CLC Policies and Procedures

## **WORKING RELATIONSHIPS**

- Reports to and receives direction from direction from IPA Facilitator.
- Work collaboratively with all other staff of the Land Management Section 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 the organisation's 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. Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. An advanced certificate level qualification and/or equivalent practical experience in natural resource management and supervision of small teams.
3. Ability to effectively undertake administrative tasks such as the preparation of correspondence, reports and briefings for distribution to relevant parties.
4. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
5. Demonstrated reliability and consistent performance in the workplace including good organisational skills, and completion of projects on time, under minimal direction and in accordance with instructions provided.
6. Ability to travel, live and work in remote locations as a regular part of the job and conduct extended field work involving rangers, traditional landowners, CLC staff, and others (including effective collaboration with staff from relevant government and non-government agencies).
7. Skills and experience in using Microsoft software packages for word processing and email.
8. Relevant experience and/or the ability to acquire skills-based qualifications to meet WHS requirements for undertaking practical on-ground tasks e.g. safe use and operation of quad bikes, chemical use accreditation licence, safe chainsaw operation and provide first aid.
9. 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.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
11. 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. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
3. Experience in land management with an Aboriginal community ranger or land management group.

*APPROVED COPY: D25-6944*

*APPROVAL DATE: 31 January 2025*