

CENTRAL LAND COUNCIL JOB DESCRIPTION

POSITION TITLE:	Assistant Project Officer – Tennant Creek
POSITION NUMBER:	TC004 and TC005
CLASSIFICATION LEVEL:	ASO 3 – ASO 4 (Broad-banded)
POSITION LOCATION:	65 Paterson Street, Tennant Creek Regional Office
RESPONSIBLE TO:	Tennant Creek Regional Officer Manager
LAST REVIEWED:	September 2017

ABORIGINAL IDENTIFIED POSITION

KEY FUNCTIONS

The Assistant Project Officer is responsible for providing practical expertise in consultation, research and other tasks associated with the use of Aboriginal land by traditional owners to enhance outcome for the region.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Provide local knowledge and practical expertise in consultation, research and other tasks associated with the use of Aboriginal land by traditional owners. Other tasks may include proposals for the establishment of new communities and community enterprises.
2. Enhance traditional owners understanding of issues concerning Aboriginal land. This may include, unauthorised or illegal access onto Aboriginal land or matters affecting Aboriginal Land in the region.
3. Provide practical assistance to individuals, outstations and communities with inquiries or requests relating to land use requests, such as permit applications requiring transit through or entry onto Aboriginal land, applications for shorts licenses, requests for ceremonial and funeral assistance and outcomes from Indigenous Land Use Agreements or other agreements within the region.
4. Provide assistance in the incorporation, management and reporting of Aboriginal Associations administered by the regional office.
5. Assist with the facilitation and organisation of meeting, including logistical support services for individuals attending meetings or undertaking fieldwork within the region. Provide and assist with the catering for large numbers of people.
6. Under the direction of the Officer Manager, assist CLC staff in project work, including consultation, development and updating of community profiles and Land Trust memberships lists. Input information into specified database or information collection point.
7. Brief other staff on a regular basis on issues affecting Aboriginal people within the region.
8. Other duties that are safe, legal and logical, while being within the limits of the employee skills, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- 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; and
- CLC Policies and Procedures;

WORKING RELATIONSHIPS

- Reports to and receives direction from Tennant Creek Regional Officer Manager;
- Work collaboratively with all other staff of the Tennant Creek Regional Office 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.

SELECTION CRITERIA	TC004 and TC005
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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. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and the issues affecting Aboriginal and Torres Strait Islanders in contemporary Australian society.
3. Ability to use planning processes to coordinate, allocate and maintain Central Land Council assets including vehicles and other property, within defined resources to achieve organisational objectives.
4. Demonstrated knowledge and competence in common computer software packages, as well as the ability to utilise the internet for research purposes.
5. Ability to work within limited direction, to initiate and set priorities. Ability to undertake new tasks quickly and to respond effectively to challenges.
6. 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.
7. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
8. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

APPROVED COPY

Signed: Date 11/9/2017

UNIT MANAGER

Signed: Date 12/9/17

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.

Employee Name (Please Print) Employee Signature Date

