

## CENTRAL LAND COUNCIL JOB DESCRIPTION

<b>POSITION TITLE:</b>	Pastoral Officer
<b>POSITION NUMBER:</b>	LM013, LM014
<b>CLASSIFICATION LEVEL:</b>	CL 5 – CL 6 (Broad-banded)
<b>POSITION LOCATION:</b>	Land Management Section CLC Main Office, 27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO</b>	Manager, Land Management
<b>LAST REVIEWED:</b>	June 2019

### KEY FUNCTION

Contribute to the performance of the Central Land Council's statutory function to assist Aboriginal people to carry out sustainable pastoral activities on their land through monitoring and compliance of grazing licences and provision of management support in designated CLC sub-regions.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Undertake participatory planning, consultations, negotiations, research and other tasks relevant to pastoral development aspirations of traditional Aboriginal landowners and represent their views and interests to relevant agencies and other parties as required
2. Conduct consultations with traditional landowners, native title holders and affected Aboriginal groups on external proposals for use of or entry onto Aboriginal land for pastoral purposes and provide advocacy and advice in negotiating terms and conditions with proponents to maximise benefits and ensure their interests are protected (e.g. grazing licence, sublease, agistment agreements, cattle recovery and responses to unauthorised mustering);
3. Develop and maintain an inspection program for areas of Aboriginal-owned land subject to grazing licence, sub-lease, agistment or other agreements to monitor pastoral land condition and compliance with terms and conditions of such agreements;
4. Liaise with traditional landowners, licensees, leaseholders and other stakeholders on issues arising from monitoring of agreement conditions and mediate or initiate dispute resolution processes as required;
5. Provide advice to Aboriginal owners and operators of pastoral enterprises, particularly relating to corporate governance and financial management, livestock management and infrastructure development, and liaise with relevant agencies, consultants, suppliers and contractors;
6. Provide advocacy, advice and assistance to Aboriginal people in preparing submissions, funding proposals and other representations to government and non-government agencies;
7. Organise and conduct awareness-raising activities to enhance traditional owner understanding and engagement in animal welfare and land management issues relevant to sustainable pastoral development on Aboriginal land e.g. soil conservation, fire, weed, feral animal management;
8. Prepare written advice, correspondence and meeting reports in relation to activities undertaken, meet internal reporting requirements of the Manager, Executive and Council as required and the reporting obligations of external funding and other service agreements relevant to the position functions;
9. Represent CLC and constituent interests at workshops, meetings and forums relevant to the functions of the position as required; and
10. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training consistent with the classification.

### MONITORING AND COMPLIANCE DUTIES

- Aboriginal Land Rights (NT) Act 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act 1993;
- CLC Corporate Plan 2016 – 2020 and CLC Pastoral Development Strategy 2016 – 2020;
- 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;
- CLC Policies and Procedures;
- *NT Pastoral Land Act, Livestock Act and Brands Act; and*
- Grazing licence agreements and other land use and lease agreements on Aboriginal-owned land.

#### WORKING RELATIONSHIPS

- Reports to and receives direction from the relevant Regional Land Management Coordinator;
- 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 ensure effective coordination with CLC policy development and achievement of organisation goals;
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions; and

#### EXTENT OF AUTHORITY

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

#### SELECTION CRITERIA

LM013, LM014

#### ESSENTIAL

1. Relevant tertiary qualifications and/or competency certificates in natural resources management, rural science, rural business development or related disciplines, preferably with experience in the pastoral industry.
2. A capacity for representation and negotiation on behalf of Aboriginal interests with external parties or other stakeholders
3. Good interpersonal skills and an aptitude for active community engagement in a relevant context.
4. Ability to provide sound practical advice and assistance to Aboriginal landowners in planning and implementing pastoral development plans and/or related land management strategies.
5. Ability to identify needs and source advice, and other resources required for an effective pastoral monitoring program.
6. Ability to organise and conduct meetings and fieldwork in remote locations.
7. Established competency in effective communication and documentation in writing to a professional standard - prepare correspondence, submissions, field assessments, reports and briefings.
8. Sound skills and experience in the use of common computer software packages including Microsoft Office and the ability to use GPS and maps in field situations.
9. A current drivers licence and an appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg.

#### DESIRABLE

1. Knowledge of Aboriginal society and culture and an understanding of relevant issues in the contemporary Australian context.
2. Ability to analyse and solve problems with flexibility and good humour.
3. Ability to work within a multi-disciplinary workplace and operate effectively as a member of a collaborative and enthusiastic team.
4. Capacity for self-motivation, persistence and resilience in a challenging work environment.

#### APPROVED COPY

Signed:  Date

4/10/19

UNIT MANAGER

Signed:  Date

10/10/19

## 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.

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Employee Name (Please Print)

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Employee Signature

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Date

