

Central Land Council

JOB DESCRIPTION

POSITION TITLE	Senior Anthropologist – Repatriation and Major Projects
POSITION NUMBER	LT003
CLASSIFICATION LEVEL	SO C
POSITION LOCATION	27 Stuart Highway, Alice Springs
RESPONSIBLE TO	Manager, Anthropology Section
Last reviewed:	September 2021

KEY FUNCTIONS

Primary Responsibilities:

Effective conduct and coordination of anthropological research into the Aboriginal cultural significance of land and objects and the traditional Aboriginal ownership of Aboriginal land trusts and native title lands in the Central Land Council Region, particularly in relation to repatriation and major projects.

Supervision and management of all repatriation projects as well as the associated maintenance, transport and storage of gender-restricted materials held or managed by the Anthropology Section. Management of all gender-restricted records, in particular, the databases and catalogues used by the Anthropology Section.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Plan and coordinate repatriation projects, as well as major projects, undertaken by the Anthropology section staff and consultants in accordance with the CLC's Anthropology Section policies and procedures. Including compliance to;
 - Repatriation projects
 - Anthropology Section gender-restricted data management
 - Anthropology Section reporting frameworks and requirements in relation to repatriation
 - Anthropology Section participation in major projects
 - Work health and safety
2. Supervise, plan and coordinate the work of the staff in the Anthropology Section with responsibilities for the records of the section, including:
 - The safe storage and management of the physical and electronic anthropology records
 - The management of the digital records of the section
 - The management of the permits system
3. Work with the Manager, Anthropology on the management and use of gender-restricted material held in Anthropology Section, in particular, electronic databases and catalogues relating to the restricted closed reserve anthropological library of reports, genealogical information and sacred sites;
4. Coordinate, conduct or assist in the conduct of anthropological research into the Aboriginal cultural significance of and the traditional Aboriginal ownership of ALRA lands and native title lands in the CLC region, ensuring:
 - Compliance with the requirements of the Aboriginal Land Rights Act (NT) 1976 (ALRA), the Native Title Act (1993) and other relevant legislation;
 - Effective consultation with traditional owners and native title holders;
 - Provision of timely and appropriate anthropological advice to the CLC.
5. Provide high level anthropological advice and assistance in the preparation and conduct of Anthropology Section major projects, including:
 - Conduct anthropological research into the traditional ownership/native title holders of ALRA lands and native title lands;

- Assist anthropological consultants engaged on major projects in their research and the production of their reports;
 - Advise on the anthropological content of documents in relation to ALRA and native title matters; and
 - As directed, assist in the presentation of anthropological evidence to the Aboriginal Land Commissioner, the Federal Court and other relevant bodies.
6. Undertake or supervise large and more complex research and tasks (including work area clearances) relating to the protection of Aboriginal sites and other areas of interest affected by development projects on ALRA and native title lands.
 7. Provide advice to other sections of the CLC about traditional ownership, native title and other social and cultural issues in relation to the Anthropology Section participation in major projects.
 8. Assist the Manager, Anthropology, as directed in the preparation of relevant advice on policy issues, including assessment of external reports and changes to government policy and legislation affecting Aboriginal people's gender-restricted material, culture and heritage.
 9. Enhance traditional owners' understanding of land rights issues including the Anthropology Section policy on repatriation of materials and information.
 10. Conduct and assist in consultations and the development of appropriate and effective procedures and systems for the storage, safeguarding, repatriation and retrieval of Aboriginal sacred and other sensitive cultural materials and information.
 11. Monitor and/or supervise relevant project budgets as required.
 12. Liaise with Government departments and instrumentalities, and other organisations and bodies, on matters affecting the carriage of the work of the Anthropology Section.
 13. Provide assistance as directed with the coordination and preparation of professional development for Anthropology Section staff.
 14. Assist in the development of appropriate skills, experience and expertise in CLC's Aboriginal staff.
 15. 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.

WORKING RELATIONSHIPS

- *Reports to and receives direction from the Manager – Anthropology.*
- Supervises an identified team of Anthropology Section staff.
- Work collaboratively with all other staff of the Anthropology 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 ensure effective coordination with LC 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.

MONITORING AND COMPLIANCE DUTIES

- Northern Territory Aboriginal Sacred Sites Act, 1989
- 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
- CLC Policies and Procedures

EXTENT OF AUTHORITY

- In consultation with the Manager – Anthropology, supervision of Anthropological Section staff and anthropological consultants to the Anthropology section as appropriate.
- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

PN LT003

ESSENTIAL

1. Post Graduate qualifications in anthropology and experience in applied anthropological research.
2. Demonstrated knowledge and experience in working with traditional owners / native title holders on matters to do with repatriation of sacred objects and gender-restricted materials and information, including knowledge and experience of working with external bodies on repatriating objects and materials held by them.
3. Demonstrated knowledge of and wide experience in the operation of the Aboriginal Land Rights Act (NT) 1976, and other relevant legislation, particularly requirements for anthropological reporting, and knowledge of ethnographic literature in Central Australia.
4. Demonstrated experience in the research and preparation of anthropological material of a high standard, in particular, working with others undertaking long-term, complex research projects.
5. Exceptional organisational skills and attention to detail, experience in planning and organisation of large projects and the preparation of anthropological contracts in research for these projects.
6. Ability to work with limited direction, set priorities, perform in difficult situations, communicate effectively especially with Aboriginal people and respond effectively to new challenges.
7. Ability to undertake field work involving 4WD and air travel to, and working in a remote, isolated or arid location.
8. Current motor vehicle driver's licence (manual).
9. Proficiency in the use of computers across a range of applications, including Microsoft Word, Excel, Access and Outlook.

DESIRABLE

10. Knowledge and experience of Aboriginal people in the Central Australian setting.
11. Knowledge and understanding of the political and cultural context in which the Central Land Council operates.
12. Qualifications and skills in personnel and project management.
13. Knowledge and understanding of issues associated with the repatriation of sensitive Aboriginal cultural materials.

APPROVED COPY

Signed:



Date

15/9/21

UNIT MANAGER

Signed:



Date

23/9/21

GENERAL MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

