

## CENTRAL LAND COUNCIL JOB DESCRIPTION

<b>POSITION TITLE:</b>	Anthropology Research Officer
<b>POSITION NUMBER:</b>	LT004
<b>CLASSIFICATION LEVEL:</b>	ASO 4
<b>POSITION LOCATION:</b>	Central Land Council, Lajamanu
<b>RESPONSIBLE TO:</b>	Manager - Anthropology
<b>LAST REVIEWED:</b>	January 2017

### ABORIGINAL IDENTIFIED POSITION

#### KEY FUNCTIONS

*To advise and assist the CLC Anthropologists on anthropological matters and with field work logistics in the Northwest and Tanami Region.*

#### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Assist anthropologist working in the Tanami and Northwest regions with traditional ownership research, site clearances, sacred object repatriation, meetings and other CLC matters are required.
2. Inform traditional Aboriginal owners about proposed developments on Aboriginal and other lands.
3. Provide support for CLC staff attending and presenting at meetings and brief them on traditional ownership and issues affecting Aboriginal people in the region.
4. Inform Aboriginal communities about CLC activities.
5. Other duties that are safe, legal and logical while being within the limits of the employees skill, 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 Manager - Anthropology;
- Work collaboratively with all other staff of the Anthropology 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; 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

LT004

##### 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 of and experience working with Aboriginal people in the Central Australian setting, particularly an understanding of the Aboriginal communities in the Tanami and North West regions and the issues affecting them.
3. Demonstrated skills and knowledge to interpret for speakers of Warlpiri and Gurindji.
4. Ability to take instructions from designated CLC staff and write brief reports.
5. Ability to work with limited supervision to achieve identified outcomes and complete allocated tasks.
6. Adaptable and flexible attitude and good organisational skills.
7. Ability to use a computer and utilise word processing and email programs, or a willingness to undergo training as required to gain competency.
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. Good interpersonal and liaison skills with an ability to communicate effectively with people, particularly Aboriginal people, Aboriginal community councils, CLC staff and other agencies' representatives.
10. 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. Experience working in an Aboriginal organisation or in a cross-cultural environment.

##### APPROVED COPY

Signed: Richard Jari Date 13/3/18

##### UNIT MANAGER

Signed: [Signature] Date 16/3/18

##### 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)      Employee Signature      Date