

Central Land Council
JOB DESCRIPTION

POSITION TITLE:	Anthropologist
POSITION NUMBER:	LT013
CLASSIFICATION LEVEL	ASO5 – ASO6 (Broad-banded)
POSITION LOCATION:	CLC Head Office, 27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Manager - Anthropology
Last reviewed:	March 2005

KEY FUNCTION

Responsible for the effective conduct of anthropological research consistent with relevant legislation and CLC's policies, procedures, current priorities and needs.

MAIN DUTIES

1. Conduct or assist in the conduct of anthropological research into the Aboriginal cultural significance of, the traditional Aboriginal ownership of and/or native title to lands in the NT, ensuring:
 - Compliance with the requirements of the Aboriginal Land Rights Act (NT) 1976 (ALRA), the Native Title Act 1993 (NTA) and the NT Aboriginal Sacred Sites Act;
 - Effective consultation with traditional owners and native title holders;
 - Provision of timely and appropriate anthropological advice to the CLC.
2. Provide anthropological advice and assistance in the preparation and conduct of ALRA and NTA claims and applications, including:
 - Conduct anthropological research into the traditional ownership of or native title to land under claim;
 - Assist anthropological consultants in their research and the production of their reports;
 - Advise on the anthropological content of applications, pleadings and other documents in support of ALRA and NTA claims and applications; and
 - As directed, assist in the presentation of anthropological evidence to the Federal Court, Aboriginal Land Commissioner and other relevant bodies.
3. Undertake or support research and tasks (including work area clearances) relating to the protection of Aboriginal sites and other areas of interest affected by development projects on land in which Aboriginal people have an interest.
4. Provide advice to other sections of the CLC about traditional ownership, native title rights and interests and other social and cultural issues in relation to the management of and development on Aboriginal land and other lands in which Aboriginal people have an interest.
5. Assist 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 culture and heritage.
6. Enhance traditional owners' and native title holders' understanding of land rights and native title issues.
7. 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.
8. Assist in the development of appropriate skills, experience and expertise of the Land Council's Aboriginal staff.
9. Monitor and/or supervise relevant project budgets as required.

10. 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 Senior Anthropologist (NTU) LT019.
- Maintains close working relationships with Anthropology Section staff and consultants and is a positive team member contributing to the enhancement of the Section's performance of its statutory functions and activities.
- Maintains close working relationships with other CLC staff, particularly staff on the relevant regional team, and other agencies as is appropriate.

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

This position has responsibility for:

- Coordinating the work of anthropological consultants engaged in the relevant region of responsibility.
- Representing the Anthropology Section on the relevant regional team towards co-ordinated action on the CLC's range of functions in that region.

SELECTION CRITERIA	PN LT013
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ESSENTIAL

1. Tertiary qualifications in anthropology or a related discipline.
2. Demonstrated knowledge and understanding of Aboriginal society and culture and an understanding of relevant issues in contemporary Australia.
3. Good interpersonal and liaison skills and ability to communicate sensitively and effectively with traditional Aboriginal people and with people generally.
4. Well developed organisational skills with the ability to work effectively as a team, under limited direction, set individual priorities, perform in difficult situations and respond effectively to new challenges.
5. Ability to undertake field work involving 4WD travel to and in remote, isolated and arid locations.
6. Current motor vehicle driver's licence (manual).
7. Proficiency in the use of computers across a range of applications, including Microsoft Word, Excel and Outlook.

DESIRABLE

8. Post-graduate qualifications in anthropology and/or experience in applied anthropological research.
9. Knowledge of and experience working with Aboriginal people in the Central Australian setting.

10. Knowledge of, and experience in, the operation of the Aboriginal Land Rights (NT) Act 1976, Native Title Act 1993 or comparable land rights legislation.
11. Knowledge and understanding of the political and cultural context in which the Central Land Council operates.

APPROVED COPY

Signed: **Date:**...../...../.....
Manager

Signed: **Date:**...../...../.....
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