



Job Description: Minerals and Energy Officer

POSITION TITLE:	Minerals and Energy Officer
POSITION NUMBER:	MI003, MI004, MI005, MI006, MI007 and MI010
CLASSIFICATION LEVEL:	CL 6
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Manager – Minerals and Energy
LAST REVIEWED:	June 2023

KEY FUNCTIONS

Under broad direction of the Manager Minerals and Energy, represent and promote the interests of traditional Aboriginal owners in relation to exploration and mining on their land, in accordance with the CLC's statutory functions under the Aboriginal Land Rights (Northern Territory) Act 1976 and the Native Title Act 1993.

Assist traditional Aboriginal owners to make informed decisions about minerals and energy projects in the CLC region. Monitor impacts and ensure that sustainable and beneficial outcomes are achieved for traditional Aboriginal landowners and affected Aboriginal communities from exploration and mining projects.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Coordinate the planning of remote meetings with traditional Aboriginal owners, coordinating relevant staff, resources and support from other CLC sections to ensure meetings happen successfully.
2. Facilitate meetings with traditional Aboriginal owners and affected community members, communicating effectively to ensure informed decision-making about exploration and mining proposals.
3. Through consultation with traditional owners, process applications for exploration and mining titles in the CLC region in accordance with requirements of the *Aboriginal Land Rights (NT) Act 1976* and the *Native Title Act 1993*.
4. Assess proposals for mineral, oil and gas exploration and production affecting Aboriginal people in line with relevant legislation and agreements.
5. Facilitate effective liaison meetings between mining companies and traditional Aboriginal owners, supporting transparency and participation of traditional owners in the governance of minerals and energy projects on their land.
6. Assist with negotiation of exploration and mining agreements between companies and traditional owners, including on aspects relating to environmental protection and rehabilitation, technical input and social outcomes.
7. Provide input to responses to companies' environmental management plans, mining management plans and studies relating to development projects.
8. Track CLC and company compliance with obligations under relevant legislation and agreements and report on activities.
9. Ensure effective implementation of agreements, including compliance with environmental, cultural, social and financial terms and conditions.

10. With the support of the Minerals and Energy Section's Social Performance Coordinator, carry out impact and benefit assessment processes that monitor the outcomes of minerals and energy agreements for traditional owners and affected communities. Communicate findings back to traditional owners.
11. Prepare briefings and resolutions on outcomes of exploration and mining applications and negotiations.
12. Contribute to submissions and reports relating to exploration, mining, oil and gas, environmental impact, economic development, heritage protection, and other relevant issues as required.
13. Prepare cost estimates and manage projects to budget.
14. Develop relationships and liaise constructively with traditional Aboriginal owners, companies and government agencies.
15. Other duties that are safe, legal and logical while being within the limits of the employee's skill, competence and training consistent with the classification level.

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 Senior Minerals and Energy Officer.
- Work collaboratively with all other staff of the Minerals and Energy 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 facilitate the delivery of organisations overall objectives; 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

ESSENTIAL

1. Tertiary qualification or three or more years' professional experience in a discipline such as environmental science, social science, development studies, anthropology, engineering, geology, project management or similar.
2. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues affecting Aboriginal people; or demonstrated experience operating cross-culturally with indigenous people in an international setting.
3. Demonstrated effective interpersonal and oral communication skills, including the ability to communicate complicated concepts clearly and adapt to the target audience. Highly client-focussed.
4. Highly developed planning skills, including the ability to coordinate people, create budgets and manage small projects effectively.
5. Well-developed problem-solving skills with the ability to work flexibly and effectively in a team, under limited direction, set individual priorities, perform in difficult situations and respond effectively to new challenges.
6. Clear writing skills, including the ability to synthesise information and draw out important details.
7. Proficiency in the use of computers, in particular Microsoft Office software.
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. A current driver's licence and the ability to operate four-wheel drive and ability of willingness to learn to drive a manual vehicle.
10. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Experience working in remote Aboriginal communities or consulting with Aboriginal people.
3. Knowledge and understanding of mineral exploration or mining, onshore petroleum, natural resource governance or major infrastructure projects.
4. Experience working within legislative frameworks and/or monitoring agreements.

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