



Job Description : Position Title

POSITION TITLE:	Senior Minerals and Energy Officer – Major Projects
POSITION NUMBER:	MI016
CLASSIFICATION LEVEL:	CL 6 – SO C (Broad banded)
POSITION LOCATION:	27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Manager – Minerals and Energy
LAST REVIEWED:	October 2023

KEY FUNCTIONS

Under broad direction of the Manager Minerals and Energy, support the effective operation of the Minerals and Energy Section in assisting Aboriginal owners to make informed decisions about development projects in the CLC region, oversee the monitoring of impacts and receipt of benefits from projects, in accordance with CLC's statutory functions under the Aboriginal Land Rights (Northern Territory) Act 1976 and Native Title Act 1993.

The role will be responsible for liaising with traditional owners, companies and government, and providing technical, strategic and policy advice to CLC staff on assigned minerals, energy and infrastructure projects and submissions, and implementing and overseeing internal systems and processes.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Be the point of contact, and coordinate CLC contractual obligations, for major projects, including minerals and energy development applications, development project implementation and development agreements.
2. Coordinate management of change relating to external stakeholder projects where significant change impacts the delivery of Minerals and Energy Section core functions.
3. Coordinate external stakeholder engagement with CLC on projects of a discreet nature.
4. Coordinate Minerals and Energy Section reviews of existing minerals and energy development agreements.
5. Coordinate the implementation of recommendations from external reviews.
6. Support project delivery as directed by the Manager Minerals and Energy.
7. Coordinate Minerals and Energy sections submissions and reports on Commonwealth and Northern Territory policy and legislation relating to exploration, mining, oil and gas, environmental impact, economic development, heritage protection, and other relevant issues.
8. Facilitate complex and remote meetings and conduct effective consultation with traditional Aboriginal owners in order to ascertain informed decisions.
9. Work with Minerals and Energy Officers to facilitate effective agreement liaison meetings, supporting transparency and optimising traditional owner ongoing governance participation regarding developments on their land.
10. Advise and support team to liaise, contract manage, implement, monitor and review development agreements, with particular regard to the environmental, cultural, social and financial terms and conditions.
11. Develop and, with approval, implement process for CLC response to environmental management plans and mining management plans and studies relating to development projects with input from Minerals and Energy Officers and support the Minerals and Energy Officers in the review of development approval documents.

12. Report on activities and establish and implement fit for purpose procedures and systems that ensure the CLC and third parties track compliance with their obligations under relevant legislation, and exploration and production agreements, effectively and in a timely manner.
13. Maintain up to date knowledge and advice on leading practice for the environmental, technical, social, cultural and financial opportunities and impacts of development agreements.
14. Develop relationships and liaise constructively with traditional owners, companies and government agencies.
15. Other duties that are safe, legal, logical and responsible while being within limits of employee's 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 the Minerals and Energy Manager.
- 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 the CLC's 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 qualifications in a relevant discipline such as environmental or social science, engineering, geology, project management, or related discipline with proven professional competence in providing high level advice on technical, social and environmental matters or significant experience (minimum of three years) in a relevant field.
2. Excellent knowledge of any of the following: mineral exploration or mining, onshore petroleum, natural resource governance, major infrastructure projects, or consultation with Aboriginal people on complex issues.
3. Project management experience and familiarity with assessing development proposals with respect to the effects on the physical and social environment.
4. Excellent organisational skills with the ability to work under limited direction, manage a number of projects at the same time, set priorities, perform in difficult situations and respond effectively to new challenges.
5. Ability to competently plan and manage budgets.

6. Experience with administration of legislation and supervision around the monitoring and compliance of agreements.
7. 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.
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people and high level oral and written communication skills.
9. Proficiency in the use of computers, in particular Microsoft Office software.
10. 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.
11. A current driver's licence and the ability to operate four-wheel drive and ability of willingness to learn to drive a manual vehicle.
12. 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

13. Knowledge and understanding of the overall context in which the Central Land Council operates.
14. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.
15. An advanced degree in a relevant field. Qualifications or experience in, natural resource governance, management, development or anthropology will be highly regarded.
16. Experience facilitating consultation meetings with communities or traditional owners to inform and take instructions regarding developments.
17. Skills in the use of GIS software and/or databases.

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APPROVAL DATE: October 2023