

CENTRAL LAND COUNCIL

JOB DESCRIPTION

POSITION TITLE:	Prescribed Bodies Corporate (PBC) Officer
POSITION NUMBER:	NT005, NT006, NT010 & NT011
CLASSIFICATION LEVEL:	CL 5 - CL 6 (broad-banded)
POSITION LOCATION:	27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Coordinator – PBC Support Unit
LAST REVIEWED:	November 2019

KEY FUNCTIONS

The Central Land Council (CLC) is the Native Title Representative Body (NTRB) for the southern region of the Northern Territory. As such, the CLC fulfils functions under the Native Title Act (NTA) in relation to the securing of Native Title Rights for constituents. This position will be primarily responsible for supporting and building the capacity of Prescribed Bodies Corporates (PBCs) in their planning, governance compliance and project development within the CLC region.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Assist PBCs to effectively engage with affected Native Title Holders on Native Title matters.
2. Provide support, information and education to PBCs to improve their governance capacity and ensure the PBC Directors understand and comply with their Rule Books (Constitutions), the CATSI Act, the Native Title Act, and the PBC Regulations.
3. Identify, assess and implement capacity building and enterprise development opportunities that contribute to the self-sufficiency of PBCs.
4. Advise and assist PBCs with representations, submissions and proposals for funding, and other dealings relevant to the establishment, functioning and sustainability of PBCs to ensure they are able to meet their statutory obligations, objectives and functions in their Rule Books.
5. Where appropriate, and in consultation with other CLC staff possessing relevant expertise, assist PBCs in developing and undertaking commercial enterprises by sourcing and delivering business support information, and facilitating the provision of advice from business, taxation and accounting professionals.
6. Actively nurture and manage relationships and networks with all PBC stakeholders and local communities.
7. Contribute to the development of CLC policy, processes and resolutions pertaining to the CLC's PBC assistance program.
8. Assist in the implementation, monitoring and reporting of Service Agreements between PBCs and the CLC, and other successful project grants and contracts.
9. Maintain all electronic and hard copy PBC related files and registers.
10. Assist in the establishment of new PBCs, including undertaking consultations with Native Title Holders on the development and establishment of the Rule Books (Constitutions), prior to the determination of Native Title.
11. Coordinate all requirements for holding meetings and consultations, including organising venue, transport and food, and other logistical support as needed.
12. Coordinate with and monitor workplans of PBC Project Officers and casual staff undertaking logistical support for meetings and consultations.
13. Respond to general requests for information from Native Title Holders and PBC members regarding PBC related matters.
14. 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.

The implementation of the responsibilities and duties outlined above is subject to funding received for the project, and may be adjusted by the Coordinator – PBC Support Unit in consultation with the Manager Native Title.

MONITORING AND COMPLIANCE REQUIREMENTS

- Corporations (Aboriginal and Torres Strait Islander) Act 2006;
- Native Title Act 1993;
- Native Title (Prescribed Bodies Corporate) Regulations 1999;
- Corporations (Aboriginal and Torres Strait Islander) Regulations 2007;
- Northern Territory Aboriginal Sacred Sites Act;
- Aboriginal Land Rights (NT) Act, 1976;
- 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 Coordinator – PBC Support Unit;
- Works collaboratively as a team with all other PBC Support staff in establishing and progressing PBC Development Plans and providing other PBC assistance.
- Works closely and collaboratively with other professional and 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	NT005, NT006, NT010 and NT011
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ESSENTIAL

1. Appropriate and relevant qualifications and/or experience in community development, anthropology, education, legal studies, public administration or related disciplines.
2. Knowledge and understanding of Aboriginal society and culture, and the issues affecting Aboriginal people in contemporary Australian society.
3. Experience in working independently and flexibly in a complex environment, with the ability to work effectively as part of a team.
4. Proven project management and/or business analysis skills.
5. Excellent interpersonal and communication skills, and experience in the development and delivery of complex information for remote Aboriginal people.
6. A high level of oral and written skills and the ability to produce minutes, reports, briefings and newsletters.
7. Basic understanding of compliance requirements under the CATSI Act, the role of the Office of Registrar of Aboriginal Corporations (ORIC) and associated governance requirements for incorporated entities.
8. Sound understanding of the Native Title Act (1993) and its application, including the roles and functions of PBCs.

9. Proficient in the use of Microsoft Office software and other related software.
10. A current manual NT driver's licence and appropriate level of health and fitness to meet the rigours of frequent and extended remote fieldwork periods, including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
11. 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. Excellent knowledge of Native Title and of the role of Indigenous Land Use Agreements.
2. Excellent knowledge of and/or experience in ORIC compliance requirements and management of Aboriginal Corporations.
3. Basic understanding of the Aboriginal Land Rights Act (ALRA) 1976 and its application in the NT.
4. Knowledge and understanding of the overall context in which the CLC operates.
5. Experience in conducting project evaluation.
6. Experience in the pastoral industry, archiving audiovisual collections, or social enterprise development.

APPROVED COPY

Signed:  Date 14/11/19

UNIT MANAGER

Signed:  Date 28/11/19

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.

Employee Name (Please Print)

Employee Signature

Date

