

Job Description : Position Title

POSITION TITLE:	Ranger Group Coordinator
POSITION NUMBER:	RGA00, RGB00, RGC00, RGD00, RGE00, RGF00, RGG00, RGH00, RGI00, RGJ00, RGK00, RGL00 and RGM00
CLASSIFICATION LEVEL:	CL 5 – CL 6 (Broad-banded)
POSITION LOCATION:	Various Locations
RESPONSIBLE TO:	Manager, Land Management
LAST REVIEWED:	March 2018

KEY FUNCTIONS

This position will coordinate, supervise and support the development of one of the groups within the CLC Ranger Program, an indigenous land management initiative operating on Aboriginal land and other tenures in the CLC region. The CLC's Ranger Program aims to realise the aspirations of traditional owners to maintain connection to, and look after country and pass on knowledge to younger generations. The Coordinator will work with indigenous rangers, traditional owners, CLC staff, the wider community, and other stakeholders in implementing a diverse program of on-ground natural and cultural resource management activities.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

Coordination and Development of a Ranger team

1. Provide leadership, motivation, and developmental support to develop rangers' workplace effectiveness and capacity;
2. Provide day-to-day co-ordination and on-ground supervision of the Ranger group in undertaking natural and cultural resource management activities;
3. Facilitate the development and periodic review of ranger team work plans;
4. Support Indigenous led projects and the integration of Indigenous knowledge with natural resource management practice;
5. Perform essential human resource management functions to ensure rangers' access to entitlements and compliance with CLC employment conditions and performance reporting requirements;
6. Work with the Ranger Training Coordinator to provide support for assessing and delivering the training needs of Ranger group members;
7. Manage the upkeep and maintenance of the Ranger group's vehicles, equipment, IT resources, infrastructure and other CLC assets;

Reporting and Monitoring

8. Report on Ranger group activities and related matters as required to meet the reporting requirements of the CLC and external funding agencies;

Providing a Safe Workplace

9. Promote and maintain a safe working environment by adhering to operational procedures and best practice WH&S processes and provide leadership and appropriate instruction to the Rangers;

Other Duties

10. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training, and are 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, Land Management
- Work collaboratively with all other staff of the Land Management 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. Highly developed interpersonal skills with an ability:
 - a. to foster the development of individual ranger team members;
 - b. build rapport with a broad range of individuals;
 - c. for persistence and resilience in a challenging social, political and physical environment;
 - d. to communicate effectively with a diverse range of audiences.
2. Practical experience and competence in co-ordination, supervision and development of small teams preferably in a cross-cultural setting.
3. Demonstrated ability in project planning and management, including effective completion of projects on time, to budget and with a minimum of supervision.
4. Ability to travel, live and work in remote locations as a regular part of the job and undertake extended field work involving traditional landowners, staff, and others (including effective collaboration with a range of regional and local agencies).
5. A current motor vehicle driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities, or the capacity to acquire the necessary skills.
6. Sound administrative, written and computer (Microsoft Office software packages and a basic understanding of and experience with geographic information systems) skills.
7. Knowledge and understanding of the overall context in which the Central Land Council operates.
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people
9. 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.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
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. Experience working in remote areas
2. Experience working in an Aboriginal Organisations or cross-cultural environment.
3. An awareness and understanding of the overall context in which the Central Land Council operates.
4. Relevant qualifications and/or demonstrated professional competence in natural or cultural resource management, outdoor education, community development, anthropology or related fields particularly in a cross-cultural context.
5. An understanding of issues surrounding co-operative management of protected areas and experience in arid areas and knowledge of arid zone ecosystems.
6. A demonstrated aptitude for other languages or familiarity and experience with an Aboriginal language would be an advantage.

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