

CENTRAL LAND COUNCIL JOB DESCRIPTION

POSITION TITLE	Regional Services Officer
POSITION NUMBER:	RS011, RS012, RS013, RSO14, RS015, RS017, RS018 and RSO19
CLASSIFICATION LEVEL:	ASO4 - ASO5 (Broad-banded)
POSITION LOCATION:	Various Locations
RESPONSIBLE TO:	Manager, Regional Services
LAST REVIEWED:	March 2017
ABORIGINAL IDENTIFIED POSITION	

KEY FUNCTION

The Regional Services Officer (RSO) is responsible for establishing and maintaining sound relationships with Aboriginal people living in communities across the CLC region, particularly in order to assist them in matters related to the functions of the CLC as defined in the Aboriginal Land Rights (NT) Act 1976 and Native Title Act 1993.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Effective administration of Regional Services offices and coordination of the CLC's activities within specified regions;
2. Organise and attend meetings on behalf of the CLC, including support for Traditional Owners and constituents in attending meetings that may include but not limited to the transportation of Traditional Owners and constituents, care and use of camping and related equipment, provision of meals and other tasks as directed;
3. Work closely with other CLC staff to effectively carry out the functions of the CLC, especially with regard to organisation and facilitation of meetings in the region;
4. Maintaining effective relationships and supporting CLC delegates;
5. Contribute to the effective administration and operations of the Regional Services section in accordance with CLC policies and procedures;
6. Liaise with local government department representatives and other agencies on issues relevant to Aboriginal people and the management of their land;
7. Discreetly monitoring the region for potential disquiet, regularly keeping the Manager, Regional Services informed and participating in CLC dispute resolution procedures;
8. Establish and maintain effective reporting procedures including email, a regional work calendar, work plan and a work diary; and
9. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE DUTIES

- 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; and
- External funding and other service agreements relevant to the position.

WORKING RELATIONSHIPS

- Reports to and takes direction from the Manager, Regional Services Section;

- Work collaboratively with all other staff of the Regional Services Section in making positive contributions to the CLC's performance; 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

Regional Services Officer

APPLICANTS MAY BE REQUIRED TO UNDERGO HEALTH AND CRIMINAL HISTORY CHECKS

ESSENTIAL

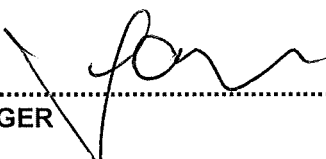
1. Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Knowledge and understanding of Aboriginal societies and cultures and the issues affecting Aboriginal people in contemporary Australian society.
3. Appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
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. Good interpersonal skills and ability to communicate effectively with people, particularly with Aboriginal people.
6. Ability to use planning processes to coordinate, allocate and maintain CLC assets including vehicles and other property, within defined resources to achieve organisational objectives.
7. Ability to work with limited direction, to initiate and set priorities and to undertake new tasks effectively and in a timely fashion.
8. A current NT manual 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.
9. Familiar with modern communications including the operation of satellite telephones, two way radio and the ability to understand basic GPS functions, and an ability to read maps.
10. Sound skills and experience in using Microsoft Office software packages including word and outlook.

DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. A demonstrated aptitude for other languages or familiarity and experience with an Aboriginal language would be an advantage.

APPROVED COPY

Signed:  Date 23.3.17
UNIT MANAGER

Signed:  Date 23.3.17
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