



Job Description : Regional Services Officer

POSITION TITLE:	Regional Services Officer
POSITION NUMBER:	RS011, RS012, RS013, RSO14, RS015, RS017, RS018 and RS019
CLASSIFICATION LEVEL:	CL 5 (Broad-banded)
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Manager Regional Services
LAST REVIEWED:	November 2023

ABORIGINAL IDENTIFIED POSITION

KEY FUNCTIONS

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. Provide advice on and monitor regional matters such as cultural activities, potential issues of concern and good news, regularly keeping the Manager Regional Services informed, and when required participating in CLC dispute resolution procedures.
8. Establish and maintain effective reporting procedures including use of email, and monitoring the Regional Services helpdesk to support a regional work calendar, work plan and a work diary.
9. 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 (Northern Territory) Act 1976 (Cth)*
- *Northern Territory Aboriginal Sacred Sites Act (NT) 1989 (Cth)*
- *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 (Cth) (PGPA Act)*
- *Work Health & Safety Act 2011 (Cth)*
- Workers Compensation Legislation

- Anti-Discrimination and Privacy Legislation
- *Food Act 2016 (NT)*
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from Manager Regional Services.
- Work collaboratively with all Regional Services staff 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 organisation's overall objectives.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

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 impacting Aboriginal people in contemporary Australian society.
3. Good interpersonal skills and ability to communicate effectively with people, particularly with Aboriginal people.
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. Ability to use planning processes to coordinate, allocate and maintain CLC assets including vehicles and other property, within defined resources to achieve organisational objectives.
6. Ability to work with limited direction, to initiate and set priorities and to undertake new tasks effectively and in a timely fashion.
7. 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.
8. Sound skills and experience in using Microsoft Office software packages including word and outlook.
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. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. An ability to speak an Aboriginal language or familiarity and experience with Aboriginal languages would be highly regarded.

APPROVED COPY: *eDIS record number*
APPROVAL DATE: *of the approved copy*