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| Position Title: | Regional Coordinator Anthropology (North) | Position No: | A31 |
| Department: | Land & Law | Service Area: | Anthropology |
| Classification Level: | Senior Officer Grade B (SOGB) | | |
| Reports to: | Manager Anthropology | Direct Reports: | Anthropologists |
| Location: | Darwin | Date Approved: | February 2025 |

POSITION OVERVIEW

This supervisory position is responsible for the leadership, supervision, mentorship and service delivery of the northern regional anthropologists' team. This requires ensuring the team provide coordinated, comprehensive applied research, timely and accurate anthropological advice, information and consultation concerning all relevant aspects of the Aboriginal Land Rights (Northern Territory) Act 1976 (ALRA); and Native Title determinations relevant to the northern region. This position is also responsible for coordinating applied anthropological research and related high-level advice on complex anthropological matters associated with special and major development projects.

**North covers Darwin Daly Wagait and West Arnhem Regions.*

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to the sections service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction with the section.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area and priorities, and section area objectives, within a framework that drives accountability.
- Ensure the service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

STRATEGY

- Assist with the review and assessment of service delivery within the section area in order to identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement and improved service delivery.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain collaborative relationships with Traditional Owners (TOs) to support the NLC TO centric relationship model and section deliverables.
- Coordinate and conduct consultations with TOs and other interest groups regarding the distribution of ALRA s35 for payments pursuant to the NLC's Section 35 ALRA Payments policy and procedures and other payments stemming from Native Title agreements as required.
- Build and maintain relationships with all relevant government agencies and other internal and external stakeholders to ensure compliant and effective delivery of section service deliverables.

SECTION OPERATIONS

- Plan and undertake ethnographic research and analysis of Aboriginal land tenure systems and social organisation, matters pertaining to cultural significance and other issues, composition of local descent



groups, and processes of decision making in respect of the Aboriginal peoples and groups within the NLC's jurisdiction ensuring:

- Compliance with the requirements of the ALRA, the Native Title Act 1993 (NTA) and the Northern Territory (NT) Aboriginal Sacred Sites Act (NTASSA);
- Effective consultation with TAOs and NTHs; and
- Provision of timely and appropriate anthropological advice in respect of the above to the NLC.
- In collaboration with other Senior Anthropologists and/or consultants assist in the preparation of ALRA and Native Title claims materials including genealogies, claimant profiles, sacred site registers, ethnographic maps and description of economic use.
- Research and prepare LIR Information Releases (IR) identifying TOs and other interests and affected Aboriginal groups pursuant to ALRA relevant to a variety of matters pertaining to land; and similarly, pursuant to the Native Title Act, identifying NTHs. Ensure timely responses to LIR requests through liaison with the NLC Project Officers, Officer in Charge (LIR) and/or the Senior Anthropologist.
- Provide advice to stakeholders and assist with the management of land tenure disputes in accordance with established processes.
- Ensure the team is adhering to all relevant compliance, governance, legislative and budgetary requirements within their operational delivery.
- Assist with the completion of reporting requirements in relation to Anthropology services statutory obligations and other external / internal reporting requirements and timeframes.
- Drive and implement business plans within the section to support the achievement of NLC strategic priorities and direction.

PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
 - recruitment of vacant positions in the section
 - the performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
 - the rostering of resources, timesheets and leave approval
 - actively supporting relevant Learning and development activities to enhance the service delivery of your team

Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice.

WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain Section team compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified in a timely manner.
- Promote and support organisational work health and safety initiatives.

Our Land, Our Sea, Our Life

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Bachelor (Honours) Degree in Anthropology or relevant discipline plus extensive experience in applied Anthropology in Aboriginal Australia.
- Minimum 5 years anthropological knowledge and understanding of systems of Aboriginal land tenure and social organisation, decision making processes and cultural protocols as they relate to the NLC's legislative frameworks and statutory functions.
- Minimum one (1) year of leadership experience.
- Demonstrated knowledge and understanding of the Aboriginal Land Rights (Northern Territory) Act 1976 and Native Title Act 1993 and experience in their application and the implications for the NLC's Aboriginal constituents.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships.
- Excellent written communication skills including submissions, business communication and reporting.
- Sound computer literacy skills in Microsoft 365 Office and other relevant software programs.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Ethnographic and field-based research experience with Aboriginal people.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.