



<b>Job Title:</b>	<b>Consultation and Administration Officer</b>	<b>Position No:</b>	<b>Multiple Positions</b>
<b>Group:</b>	<b>Corporate Services</b>	<b>Service Area:</b>	<b>Benefits Distribution</b>
<b>Classification Level:</b>	<b>Professional Officer 2 (P02)</b>		
<b>Reports to:</b>	<b>Coordinator Benefits Distribution Consultation &amp; Administration</b>	<b>Direct Reports:</b>	<b>Nil</b>

## POSITION OVERVIEW

This position will work closely with traditional owners (TOs) and community groups across the Northern Land Council's (NLC's) region to ensure the accurate collection and communication of benefits distribution instructions for payment in accordance with current NLC policies and procedures, relevant legislation and specified timeframes.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- In collaboration with internal stakeholders, schedule, plan and conduct consultations with TOs and community groups to obtain instructions on the distribution of benefits in accordance with NLC policy and procedures.
- Liaise with the relevant NLC staff to obtain up-to-date TOs and community group lists and report any changes as required.
- Develop and maintain collaborative working relationships with TOs, community groups and internal/external stakeholders to achieve benefit disbursement objectives.
- Prepare concise information on income and income sources for presentation to TOs, and any other information needed for free prior and informed consent to a manner of distributing benefits.
- Identify, or ascertain from regional anthropologists and other colleagues, whether any internal group differences might impede a TO group's ability to decide as a group, and plan consultations to facilitate group agreement on benefits distribution in spite of these differences.
- Identify any need for the NLC to mediate or otherwise address a group's internal differences which might prevent a benefits distribution decision, and facilitate with regional anthropologists, regional lawyers and other colleagues a method for addressing these.
- Prepare recommendations for distribution in the form of a reasoned administrative decision, and prepare and maintain accurate records such as benefits instruction file notes, meeting attendance lists and reports, briefings and general correspondence to demonstrate whether TOs have given free prior and informed consent.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Relevant Diploma level tertiary qualification and/or a minimum of two (2) years relevant experience in a similar role.
- Previous experience in roles that require consultation, stakeholder engagement, negotiation and mediation processes and methodologies and the ability to engage, negotiate and mediate in a culturally competent and appropriate manner with Aboriginal People.
- High level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Good organisational, time management and problem-solving skills with the ability to quickly identify, work through and resolve issues to ensure meetings and projects are delivered successfully on time and within budget.
- Ability to understand and apply basic financial accounts payable processes to ensure Traditional Owners remain informed about their entitlements
- Solid administrative skills and proficiency to use Microsoft Office and Database Management systems, with the ability to prepare accurate reports and documentation fit for purpose
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Proficiency with creating Excel spreadsheets and experience combining information drawn from several record sources to create coherent but concise presentations.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- A sound understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region

**Date Finalised: March 2024**

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