



Position Title:	Land Interest Reference (LIR) Supervisor	Position No:	A06
Group:	Land and Law	Service Area:	Anthropology
Classification Level:	Senior Officer Grade C (SOGC)		
Reports to:	Manager, Anthropology Branch	Direct Reports:	LIR Team
Special Measures:	<i>No - Not Applicable</i>		
Location:	Darwin	Date Approved:	July 2025

POSITION OVERVIEW

The LIR Supervisor is responsible for overseeing the Northern Land Council's (NLC) Land Interest Reference (LIR) Unit to ensure the delivery of efficient and effective services to the Anthropology service area and other stakeholders. This position will oversee the day-to-day operations of the Land Information Request (LIR) unit, ensuring effective management of complex and culturally sensitive research related tasks and support for internal Anthropologists and Consultants. This role will maintain rigorous record management practices and uphold cultural integrity and confidentiality in anthropological research. As a LIR Unit leader, this position will contribute to strategic planning, policy development, and continuous improvement relevant to the LIR.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to the LIR team's service delivery in alignment with the 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 within the LIR team, enabling positive contributions to enhance employee engagement and job satisfaction with the unit.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area relevant LIR priorities and objectives, within a framework that drives accountability and achievement.
- Ensure the LIR team have a clear understanding of their responsibilities, and encourage open and honest, two-way communication between the team.

STAKEHOLDER ENGAGEMENT

- Cultivate and maintain collaborative relationships with the broader Anthropology team to ensure relevant LIR unit deliverables are met in a timely, effective and prioritised manner.
- Build and maintain relationships with all relevant internal and external stakeholders to ensure compliant and effective delivery of the LIR unit's service deliverables.
- Actively assist and implement any authorised operational change in order to facilitate ongoing stakeholder commitment to Traditional Owners and NLC outcomes.

SERVICE DELIVERY

- Supervise and coordinate the daily operations of the LIR team to ensure priorities and deadlines are met.
- Maintain sound record management and preservation practices by ensuring all physical and electronic anthropological/ethnographic, Indigenous records and materials, are stored in accordance with the NLC's governance and compliance requirements; in accordance with the National Archives Act, and other legislation involving heritage and cultural information.



- Maintain oversight and coordinate the delivery of research activities and support for internal Anthropologists and Consultants, this will include but is not limited to the compilation and assessment of incoming and outgoing anthropological materials from the LIR/Antropology Service Area.
- Maintain effective management of complex and culturally sensitive research related tasks, whilst maintaining a high level of confidentiality and integrity.
- Develop and maintain policies and procedures relevant to LIR, and contribute to the Anthropology Branch and the broader NLC goals and objectives.
- Provide training and support to the members of the Anthropology Branch and other internal service areas regarding LIR operations and processes as required.
- Participate as a member of the Anthropology Leadership Team by contributing to strategic and business planning and continuous improvements and efficiencies.
- Collaborate with the leadership team to create policy and processes for the Return of Materials Project, for both materials being returned to the NLC from external sources and materials returned appropriately to Traditional Owner groups.
- Maintain unit associated administrative and record keepings task to required standard.
- Lead, coordinate and monitor the Units operational service outcomes and performance in accordance with operational plans and requirements.
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to support the LIR unit and staff performance to required standards.
- Ensure all team members are adhering to all relevant compliance, governance, legislative and organisational requirements and standards.

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 and processes.
- Maintain accountability and responsibility for:
 - Recruitment of vacant positions in the LIR team.
 - 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 whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies.

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 unit 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 timely manner.
- Promote and support organisational work health and safety initiatives

Our Land, Our Sea, Our Life



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- A degree in Information Management (Records & Archives) or a related field.
- Minimum of four (4) years' relevant experience working in a similar role with demonstrated experience in working in an area that requires a high level of cultural competency/ sensitivity and confidentiality.
- Minimum of two (2) years' experience in leading and supervising a small team, including the ability to assist in the planning and managing of resources, motivating staff and creating a cohesive team environment.
- Sound technical and practical experience in information management and record keeping systems including; knowledge of Indigenous material preservation best practice frameworks, knowledge of the National Archives of Australia policies, standards and procedures, or the ability to rapidly acquire this knowledge.
- 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.
- Sound written communication skills including submissions, business communication and reporting
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs

DESIRABLE REQUIREMENTS

- Experience in Genealogical Software and mapping applications such as (MapInfo).
- A current NT drivers' licence.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Understanding of the Aboriginal Land Rights (NT) Act 1976 and other legislation relevant to the land interests of traditional owners and Aboriginal communities, as managed by the NLC.