



Position Title:	Anthropologist (Genealogy and Research Support)	Position No:	A35
Group:	Land & Law	Service Area:	Anthropology
Reports to:	Regional Coordinator (North)	Direct Reports:	N/A
Classification Level	Professional Officer 2 – PO2		
Location:	Darwin	Date Approved:	August 2026
Special Measures:	<i>No - Not Applicable</i>		

POSITION OVERVIEW

The Anthropologist (Genealogy and Research Support) provides professional anthropological research and genealogy services to support the Northern Land Council's (NLC's) anthropology service area. The role is responsible for undertaking genealogical research, maintaining genealogy records, and contributing to Traditional Owners investigations and related anthropological projects across the NLC region.

The role works collaboratively with anthropologists to assist Traditional Owners and Aboriginal communities and ensure genealogical information is accurately recorded, maintained, and applied in accordance with legislative and organisational requirements.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Generate genealogies in electronic form for land claim and native title applications and in relation to the NLC's other core anthropological functions.
- Conduct genealogical research specific to the NLC region.
- Assist anthropological staff and consultant anthropologists with research and other tasks relating to traditional ownership and the recording and protection of sacred sites and other significant areas, including provision of briefing notes and maps.
- Consistent with the NLC's genealogy request process, respond to requests from NLC constituents for extracts of genealogies when relevant to anthropology's functions.
- In consultation with anthropological staff and relevant constituents, update the NLC's genealogical records, including updates to Anthropology's electronic genealogy database, where appropriate.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Degree in Anthropology, or related discipline; or extensive experience in a similar industry or role.
- A working knowledge of the ALRA, the NTA and other relevant Legislation that impacts the NLC, or the ability to rapidly acquire such knowledge.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated 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.
- Demonstrated capacity to work effectively within a multi-disciplinary team with the ability to work under pressure, prioritise workload in order to meet deadlines.
- Organisational and administrative skills of a high order, including outstanding attention to detail, with the ability to manage projects and work with minimal supervision.
- Proven ability to research, prepare and draft reports, associated materials and other documents fit for purpose to a high standard.
- Sound analytical and problem-solving skills with the ability to negotiate, consult and/or mediate issues as they arise.
- Proven skills in the use of IT resources (including MS Office), systems and databases or an ability to rapidly acquire knowledge for such systems.
- Demonstrated understanding of and experience in analysing Aboriginal systems of land tenure and social organisation in the NLC region along with an understanding of Aboriginal genealogical frameworks.
- Demonstrated understanding and experience with the production of genealogies in the context of ethnographic research.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Honours or postgraduate degree in Anthropology, or related discipline; or demonstrable, applied experience in a similar industry/context.
- Demonstrated understanding and experience with genealogical databases or genealogy software.