

Position Description



**NORTHERN
LAND COUNCIL**
Our Land, Our Sea, Our Life

Job Title:	Senior Project Officer
Classification:	SOGC/SOGB
Position No:	N02, N03, N11, N17, N29 & N31
Branch:	Resources & Energy
Reports to:	Minerals & Energy Unit Manager
Date:	January 2023
Location:	Darwin

OUR ROLE

The Northern Land Council (NLC) is responsible for assisting Aboriginal people in the Top End of the Northern Territory to acquire and manage their lands and seas under the Aboriginal Land Rights Act (Northern Territory) 1976 (Cth) and the Native Title Act 1993 (Cth).

Nearly 50 years on we continue to serve over 50,000 Aboriginal people of the Top End and remain committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

OUR RESPONSIBILITIES

Consult

- With Traditional Owners
- Present and explain options to enable them to make decisions and choices with free, prior and informed consent
- Engage in two-way communication to actively listen and explain meaning

Be Responsive

- To Aboriginal people's needs and effectively advocate for their rights and interests
- Provide effective services to the people we represent and other stakeholders
- Complete actions and tasks in a timely way, be accountable by to the people we represent

Respect

- Aboriginal law, culture and tradition
- Our stakeholders and those who we work with
- Act with integrity, honesty and fairness
- Act in a manner that is appropriate and sensitive to cultural differences

Social Justice

- Promote the rights and participation of Aboriginal people to achieve equity, fairness and opportunity
- Demonstrate strong leadership and advocate on behalf of Traditional Owners

YOUR ROLE

Provide science-based factual and objective information to the NLC and to traditional Aboriginal owners and those with Native Title rights and interests in the area of the Northern Land Council (NLC) in relation to the NLC's functions and duties as they apply to the resources sector.


YOUR RESPONSIBILITIES

1. Simultaneously manage multiple projects including:
 - a. Provision of technical assessment of minerals and energy applications, work programs, mine management plans, mine closure plans and other relevant documents;
 - b. Administration of NLC's functions and duties in relation to mining agreements (granted titles) and applications for minerals & energy resource exploration and production in accordance with the requirements of Aboriginal Land Rights (Northern Territory) Act 1976 (ALRA) & Native Title Act 1993 (NTA),
 - c. Provision of a high standard of budgeting and other financial services, including for the recovery of costs associated with your allocated projects;
 - d. Preparation of information for NLC Anthropology, Regional Development, Legal, Community Planning & Development Branches as required to facilitate their engagement with Minerals and Energy Branch projects;
 - e. Liaise with internal and external stakeholders including government agencies and resources companies and their representatives;
 - f. Planning and facilitation of on-country consultations with Traditional Owners and native title holders; and
 - g. Participation in the negotiation process with proponents for the preparation of exploration and mining / production agreements.
2. Monitor and review exploration and mining/production reports, plans and project activities for compliance with the requirements of the relevant agreement.
3. Research, review and comment on NLC submissions in response to regulatory, policy and other reforms and approvals for relevant resource sector projects.
4. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.

YOUR SKILLS AND EXPERIENCE

ESSENTIAL

1. Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
2. 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.
3. Demonstrated experience working in remote Aboriginal communities or consulting with Aboriginal people.
4. Relevant degree or equivalent or equivalent experience working in a similar role.

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5. Demonstrated knowledge and understanding of environmental management systems and principles.
 6. Proven skills in Environmental Auditing or a willingness to undertake Environmental Auditor Training.
 7. Demonstrated problem solving skills with the ability to set priorities, manage multiple deadlines and effectively deliver tasks on time.
 8. Demonstrated effective interpersonal skills with the ability to communicate and work with internal and external stakeholders at all levels.
 9. Demonstrated high level written and oral communication skills, including but not limited to reports, planning, presentations and budgeting.
 10. An understanding of the onshore petroleum and minerals resources sectors and relevant legislation and government policies.
 11. Demonstrated strong computer skills with the ability administer systems/programs.

DESIREABLE

1. Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights Act (Cth) 1976 and the Native Title Act (Cth) 1993.
2. Experience working in the resources sector.

ADDITIONAL REQUIREMENTS

Significant travel to remote areas using 4WD vehicles is involved so possession of a “C” class drivers licence and ability to safely drive a manual 4WD drive vehicles is essential.

Our Land, Our Sea, Our Life

OUR STRUCTURE

