

# Position Description



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

<b>Job Title:</b>	<b>Petroleum Manager</b>
<b>Classification:</b>	<b>Negotiated</b>
<b>Position No:</b>	<b>N69</b>
<b>Branch:</b>	<b>Land &amp; Law - Resources &amp; Energy</b>
<b>Reports to:</b>	<b>Manager - Resources &amp; Energy</b>
<b>Date:</b>	<b>August 2023</b>
<b>Location:</b>	<b>Darwin</b>

## 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

The Resources and Energy Branch is responsible for managing the Northern Land Council's (NLC) statutory functions and duties and contractual obligations and as they relate to the resources and energy sectors. The principle objective of the Petroleum Manager is to lead and manage a team to ensure onshore petroleum sector related activities of the Resources & Energy Branch are compliant with all relevant statutory functions, duties, contractual obligations and NLC policies and procedures.

## YOUR RESPONSIBILITIES

1. Manage and oversee NLC staff, contractors and Petroleum Unit activities to promote and support NLC compliance with statutory functions and duties, contractual obligations and other legal requirements.
2. Supervise, report and provide advice in relation to functions of the Petroleum Unit and assist Branch Manager – Resources & Energy to resolve any issues related to the performance of Petroleum Unit functions.
3. Work closely with NLC staff, traditional Aboriginal owners, native title holders, residents of Aboriginal communities, Government representatives and commercial proponents to facilitate effective collaboration and project management in relation to Petroleum Unit functions.
4. Draft reports and present findings and recommendations to GM Land & Law (via Branch Manager – Resources & Energy) in relation to the petroleum sector.
5. Undertake budgetary planning, management, monitoring and reporting activities.
6. Identify and implement strategies required to promote and support efficient and effective service delivery in relation to Petroleum Unit functions and related activities.
7. Monitor and review petroleum exploration and production projects and related activities and reports.
8. Participate in, and facilitate expert input to, negotiations in relation to petroleum sector applications, active projects and related activities in the NLC region.
9. Manage and oversee NLC Cultural Advisor and Cultural Manager participation in relation to petroleum sector activities in the NLC region.
10. Research, review and comment on NLC submissions in response to petroleum sector activities, regulation, policy and other relevant matters.
11. 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 CRITERIA

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. Diploma or degree level in a relevant area or equivalent relevant work experience in a similar role.
4. Demonstrated experience leading a small team to deliver projects, meetings and other related tasks on time and in accordance with NLC frameworks.



5. High level of written communication skills and competency in the use of computer software packages including Microsoft Office.
6. Highly developed interpersonal skills with an ability to communicate effectively, including consulting, liaising, negotiating, and facilitating meetings with Aboriginal people, as well as with staff, consultants and external organisations.
7. Appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20Kg as necessary.
8. Current Australian driving license Class C, and the ability to operate a 4WD vehicle safely in remote localities, or the capacity to acquire the necessary skills.
9. Preparedness to travel to and remain in remote locations as required.

### DESIRABLE CRITERIA

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. Proven experience and working understanding of the petroleum sectors in order to provide specialist advice to the Branch, its constituents and the NLC.
3. Experience working in remote Aboriginal communities or consulting with Aboriginal people.
4. Demonstrated ability to work outside normal office hours to attend meetings where required.

### 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.

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## OUR STRUCTURE

