

# Position Description



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

Job Title:	Research Assistant	Position No:	A11, A26, A28, A48
Group:	Land & Law	Service Area:	Anthropology – Land Interest Reference (LIR)
Classification Level:	AS04		
Reports to:	LIR Supervisor	Direct Reports:	Nil
Location	Darwin	Date Approved:	November 2023

## 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

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## YOUR ROLE

This position is responsible for providing research assistance required to produce documents required for Land Claims, Native Title and anthropological processes, whilst ensuring the ongoing preservation of materials held in the Land Interest Reference (LIR) Library.

## YOUR RESPONSIBILITIES

- Collate a range of anthropological material including genealogies, claimant profiles, ethnographic maps which support the NLC to manage their responsibilities for Native Title, Land Claims and other identified matters.
- Under the supervision of the LIR Supervisor undertake appropriate preservation, conservation, and restoration techniques and treatments to ensure sensitive materials are stored accordingly
- Undertake the digitisation of existing collection materials within the LIR Library and ensure they are stored in accordance with National Archive standards and relevant NLC policies and procedures.
- Participate and assist with preventative conservation and collection maintenance, including environmental monitoring, integrated pest management, lighting, pollutant monitoring and disaster preparedness.
- Provide administrative support to the Anthropology Service Area to ensure team members can deliver services to internal and external stakeholders.
- 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 NLC 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 with NLC's WHS management system and associated policies and procedures.

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Certificate III In Library Information Services or equivalent, or a related field and/or or a minimum of one (1) year experience working in a similar role.
- Demonstrated 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.
- Experience in materials conservation practices and techniques or cultural heritage conservation or the ability to rapidly acquire.
- Sound problem solving skills, with the ability to analyse and use initiative and discretion where required.
- Excellent time management and organisational skills, with the ability to manage multiple tasks and meet competing deadlines and demonstrated experience in working in an area that requires a high level of confidentiality.
- Knowledge and experience of office software, as well as familiarity with collection management databases and other specialised computer applications.



## DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- An understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (NT) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.