



<b>Job Title:</b>	Research Assistant	<b>Position No:</b>	A26
<b>Group:</b>	Land & Law	<b>Service Area:</b>	Anthropology
<b>Classification Level:</b>	AS04		
<b>Reports to:</b>	LIR Supervisor	<b>Direct Reports:</b>	Nil

## POSITION OVERVIEW

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.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- 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.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- 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 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.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Certificate IV in Library and 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.

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**Date Approved: November 2023**