



<b>Job Title:</b>	<b>Anthropologist (Genealogy and Research Support)</b>	<b>Position No:</b>	<b>A38</b>
<b>Department:</b>	Land & Law	<b>Service Area</b>	Anthropology
<b>Classification Level:</b>	Professional 2 (PO2)/ Senior Professional Officer (SPO) (Depending on skills and qualifications)		
<b>Reports to:</b>	Senior Anthropologist Regional Coordinator	<b>Direct Reports:</b>	Nil

## POSITION OVERVIEW

Under the direction of the Manager Anthropology and supervision of the Senior Anthropologist –Regional Coordination (ALRA or Native Title), with assistance from the Officer in Charge of LIR (OIC), the position is responsible for assisting with the preparation and coordination of the Northern Land Council’s (NLC) genealogical materials.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Generate genealogies in electronic form for land claim 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 held by the NLC.
- Update the NLC’s genealogical records where appropriate in consultation with anthropological staff and relevant constituents.
- Research and prepare Land Information Releases (LIR), pertaining to a range of land use matters, identifying traditional owners (TOs) and other interested and affected Aboriginal groups pursuant to the Aboriginal Land Rights Act 1976 (ALRA); and similarly, pursuant to the Native Title Act 1993, identifying Native Title Holders (NTHs).
- 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.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Degree in Anthropology, or related discipline; or extensive equivalent experience in a similar industry or role.
- Preferable minimum two (2) years practical experience.
- Understanding and experience with the production of genealogies in the context of ethnographic research.
- A working knowledge of the ALRA, the NTA and other relevant Legislation that impacts the NLC, or the ability to rapidly acquire such knowledge.
- Understanding of and experience in analysing Aboriginal systems of land tenure and social organisation along with an understanding of Aboriginal genealogical frameworks.
- Understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- 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.
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs.
- Proven ability to research, prepare and draft anthropological reports, associated materials and other documents fit for purpose.
- Current 'C' class licence, capacity and willingness to travel, fly and work in regional and remote areas for extended periods.

### ADDITIONAL REQUIREMENTS - ANTHROPOLOGIST (Senior level)

- Minimum Bachelor of Arts (Honours) (Anthropology), or related discipline.
- Minimum of four (4) years practical which demonstrates.
  - Applied experience in a similar industry/context.
  - Working knowledge of ALRA, NTA and other relevant legislation.
  - Experience working with Aboriginal anthropology in northern Australia.

### DESIRABLE REQUIREMENTS

- Demonstrated understanding and experience with genealogical databases or genealogy software.
- Ethnographic and field-based research experience with Aboriginal people.

**Date Approved: November 2024**