

CENTRAL LAND COUNCIL JOB DESCRIPTION

POSITION TITLE:	Anthropologist
POSITION NUMBER:	LT023
CLASSIFICATION LEVEL:	CL 5 – CL 6 (broad-banded)
POSITION LOCATION:	27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Manager - Anthropology
LAST REVIEWED:	October 2019

KEY FUNCTIONS

Responsible for the effective conduct of anthropological research consistent with relevant legislation and CLC's policies, procedures, current priorities and needs.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Conduct or assist in the conduct of anthropological research into the Aboriginal cultural significance of, the traditional Aboriginal ownership of and/or native title to lands in the NT, ensuring:
 - a. Compliance with the requirements of the Aboriginal Land Rights Act (NT) 1976 (ALRA), the Native Title Act 1993 (NTA) and the NT Aboriginal Sacred Sites Act;
 - b. Effective consultation with traditional owners and native title holders;
 - c. Provision of timely and appropriate anthropological advice to the CLC.
2. Provide anthropological advice and assistance in the preparation and conduct of ALRA and NTA claims and applications, including:
 - a. Conduct anthropological research into the traditional ownership of or native title to land under claim;
 - b. Assist anthropological consultants in their research and the production of their reports;
 - c. Advise on the anthropological content of applications, pleadings and other documents in support of ALRA and NTA claims and applications; and
 - d. As directed, assist in the presentation of anthropological evidence to the Federal Court, Aboriginal Land Commissioner and other relevant bodies.
3. Undertake or support research and tasks (including work area clearances) relating to the protection of Aboriginal sites and other areas of interest affected by development projects on land in which Aboriginal people have an interest.
4. Provide advice to other sections of the CLC about traditional ownership, native title rights and interests and other social and cultural issues in relation to the management of and development on Aboriginal land and other lands in which Aboriginal people have an interest.
5. Assist in the preparation of relevant advice on policy issues, including assessment of external reports and changes to government policy and legislation affecting Aboriginal people's culture and heritage.
6. Enhance traditional owners' and native title holders' understanding of land rights and native title issues.
7. Assist in consultations and the development of appropriate and effective procedures and systems for the storage, safeguarding, repatriation and retrieval of Aboriginal sacred and other sensitive cultural materials and information.
8. Assist in the development of appropriate skills, experience and expertise of the Land Council's Aboriginal staff.
9. Monitor and/or supervise relevant project budgets as required.
10. Other duties that are safe, legal and logical while being within the limits of the employee's skills, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from Senior Anthropologist;
- Work collaboratively with all other staff of the Anthropology Section in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA	LT023
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ESSENTIAL

1. Tertiary qualifications in anthropology or a related discipline.
2. Demonstrated knowledge and understanding of Aboriginal society and culture and an understanding of relevant issues in contemporary Australia.
3. Well-developed organisational skills with the ability to work effectively as a team, under limited direction, set individual priorities, perform in difficult situations and respond effectively to new challenges.
4. Proficiency in the use of computers across a range of applications, including Microsoft Word, Excel and Outlook.
5. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
6. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
7. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
8. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Post-graduate qualifications in anthropology and/or experience in applied anthropological research.
2. Knowledge of, and experience in, the operation of the Aboriginal Land Rights (NT) Act 1976, Native Title Act 1993 or comparable land rights legislation.
3. Knowledge and understanding of the political and cultural context in which the Central Land Council operates.
4. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

APPROVED COPY

Signed: *[Signature]* Date 8/10/19

UNIT MANAGER

Signed: *[Signature]* Date 8/10/19

GENERAL MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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Employee Name (Please Print)	Employee Signature	Date