**ANINDILYAKWA lAND cOUNCIL (ALC)**

**POSITION DESCRIPTION**

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| **Position Title:** | Aquaculture Coordinator |
| **Position Reports to:** | RDU Manager |
| **Working Relationships:** | **Internal:** The ­­­­­ Aquaculture Coordinator will have a close working relationship with the RDU Manager, aquaculture employees and all ALC employees.  **External**: The Aquaculture Coordinator will develop and maintain an extensive network of contacts with various external advisors, relevant government departments, Aboriginal Corporations, Traditional Owners, Community people, and other stakeholders as required. |
| **Hours:** | Full time as per business demands |

**ALC Background**

The Anindilyakwa Land Council (ALC) represents the Traditional Owners of the Groote archipelago. The ALC officially commenced in 1991; replacing the role previously carried out by the Northern Land Council.  The Northern Land Council however, continues to function as the Native Title Representative body for the Groote Archipelago region. The ALC functions to ascertain and express the wishes and opinions of the Anindilyakwa people as to the management of the land and sea in the Groote archipelago region, to protect interests of Traditional Owners, to assist in protection of sacred sites,  to assist Anindilyakwa people in traditional land claims, to negotiate with persons desiring to obtain an estate or interest in the land, to assist Traditional Owners in carrying out commercial activity, and to supervise and provide administrative and other assistance for Land Trusts holding Indigenous land in the Groote archipelago region.

The Anindilyakwa Land Council has jurisdiction over a large area of land and sea in the Groote Archipelago with Traditional Owners of land and sea country residing in the communities of Angurugu and Umbakumba on Groote Eylandt, and at Milyakburra on Bickerton Island. Anindilyakwa society is comprised of 14 clans divided into two moieties with most community members holding language competence in Anindilyakwa and one of the mainland languages such as Nunggubuyu or Yolngu Matha.

***The Vision of the ALC is to:***

* Protect, maintain and promote Anindilyakwa culture
* Invest in the present to build a self-sustaining future
* Create pathways for youth to stand in both worlds

***Mission Statement***

To assist Indigenous people in the Groote archipelago by:

* Enhancing their inherent rights and interests, including their rights to land, territories and resources, deriving from their culture, traditions and customary laws;
* Empowering their control over developments affecting their land, territories, resources and culture;
* Providing greater unity by provision of equitable representation and an unbiased focus for political, social, economic and cultural action and research.

***ALC Values***

* Culture
* Respect
* Integrity
* Accountability
* Continuous Improvement
* Open Communication

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet.

**Position Overview**

The Aquaculture Coordinator reports to the RDU Manager and is responsible for the duties set out below in respect to the Anindilyakwa Land Council (ALC). This position is responsible for driving the Aquaculture project at the ALC and designing, developing, implementing and then maintaining the aquaculture systems that are produced as an outcome of this project. The Aquaculture Coordinator will be assisted by and directly oversee the duties of an additional aquaculture staff member, and will report back to the RDU Manager and CEO on progress, outcomes and results of research and other works conducted.

**Responsibilities**

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| **Duties** | **Success Indicators** |
| * Develop and maintain aquaculture systems and collecting data. * Complete analyses and prepare report on the marine environment and aquaculture systems to communicate collected data and analysis information/results as required. * Advise on issues relating to the sustainability and other aspects of the aquaculture program. * Provide specialist advice and technical support on issues affecting the aquaculture program, such as sustainability and environmental changes that effect aquaculture activates. * Develop and monitor annual work plans which have measureable outcomes through activities such as monthly reporting, project reporting and annual self-evaluation. * Communicate, interpret and translate research basted technical information both orally and written. * Develop productive partnerships and collaborations among producers, seafood dealers and processors. * Work independently as well as work with both internal and external stakeholders, consultants and other individuals/entities to facilitate a sustainable and profitable aquaculture operation. * Developing and updating needs assessments to determine the needs of aquaculture stakeholders as well as to identify emerging issues. * Conducting research needed to make final decisions on specific questions regarding impacts to and from aquaculture. * Increasing the understanding of the social, economic, and political issues associated with aquaculture within the ALC and Groote Archipelago communities. * Work closely with Aquaculture staff, delegate tasks and monitor work outputs, complete performance reviews and provide guidance on work/research requirements. | * Successfully develops an aquaculture system with accurate data outputs. * Analyses and reports are completed accurately and within agreed timeframes. * Successfully develops and maintains productive relationships with internal and external stakeholders. * Provides advice and support to relevant stakeholders where appropriate. * Develops annual work plans and achieves desired outcomes. * Conducts research and provides industry specific advice when requested. * Communicates and works effectively with ALC colleagues, consultants, and other relevant stakeholders. * Maintains productivity levels when working unsupervised. * Successfully develops needs assessments that identify potential issues and determine the needs of aquaculture stakeholders and reports back to management on the outcomes. * Actively assists in increasing the community’s understanding of issues effecting aquaculture. * Reports to RDU Manager and CEO regularly on project status, achievements, outcomes and results of research and other milestones and requirements of the project as it develops and grows. * Actively engages with Aquaculture staff, completes performance reviews as required and actively monitors work outputs to ensure milestones are being achieved. |
| **General Duties** | **Success Indicators** |
| * Ensuring appropriate confidentiality of information is maintained at all times * Completing ad-hoc reporting as required * Undertaking the responsibilities of the position adhering to: * ALC policies and practices * Equal opportunity and anti-discrimination legislation and requirements * WHS legislation and requirements * All other legal requirements | * Ensuring that staff comply with confidentiality requirements * Ensuring that required reporting is completed in a timely and effective manner * Demonstrating compliance with relevant ALC policies and procedures specific to WHS and other legislative requirements |

**Selection Criteria**

1. Extensive experience in the aquaculture Industry, with a degree qualification in Aquaculture or related field highly regarded.
2. Prior experience in developing and maintaining an aquaculture system for a new operation highly regarded.
3. Demonstrated interpersonal and communication skills with the ability to communicate technical information to different stakeholders.
4. Capacity to be self-motivated and innovative within the role to achieve desired project outcomes
5. Ability to develop and maintain effective, productive relationships at all levels.
6. Excellent organisation and time management skills.
7. Experience with computer programs including MS Word and Excel.
8. The ability to maintain a high level of confidentiality when dealing with highly sensitive matters.
9. Practical knowledge of Aboriginal culture and society and the issues affecting Aboriginal people in the Northern Territory together with an ability to communicate effectively with Aboriginal people.
10. Ability to be flexible and work both individually and within a team.

**Other Information**

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

This position will be required to work out of hours on an as-required basis.