



Job Title:	Senior Project Officer
Classification:	SOGC/ SOGB
Position No:	N02, N03, N11 N17, N29, & N31
Branch:	Minerals & Energy
Reports to:	Manager, Minerals & Energy N01
Date:	September 2020

Primary Objectives

Provide science-based factual and objective information to the NLC and to traditional Aboriginal owners and those with Native Title rights and interests in the area of the Northern Land Council (NLC) in relation to the NLC's functions and duties as they apply to the resources sector.

Duties:

1. Simultaneously manage multiple projects including:
 - a. Provision of technical assessment of minerals and energy applications, work programs, mine management plans, mine closure plans and other relevant documents;
 - b. Administration of NLC's functions and duties in relation to mining agreements (granted titles) and applications for minerals & energy resource exploration and production in accordance with the requirements of *Aboriginal Land Rights (Northern Territory) Act 1976 (ALRA)* & *Native Title Act 1993 (NTA)*,
 - c. Provision of a high standard of budgeting and other financial services, including for the recovery of costs associated with your allocated projects;
 - d. Preparation of information, for NLC Anthropology, Regional Development, Legal, Community Planning & Development Branches as required to facilitate their engagement with Minerals and Energy Branch projects;
 - e. Liaise with internal and external stakeholders including government agencies and resources companies and their representatives;
 - f. Planning and facilitation of *on-country* consultations with traditional Aboriginal owners and native title holders; and
 - g. Participation in the negotiation process with proponents for the preparation of exploration and mining / production agreements.
2. Monitor and review exploration and mining/production reports, plans and project activities for compliance with the requirements of the relevant agreement.
3. Research, review and comment on NLC submissions in response to regulatory, policy and other reforms and approvals for relevant resource sector projects.
4. Other duties as directed.

Work Health and Safety Responsibilities

- Take due care of your health and safety at work and that of other Land Council workers, visitors and members of the public.
- Report any maintenance requirements, hazards, accidents, injuries or incidents to your Supervisor immediately.

Essential Criteria

1. Significant demonstrable knowledge, understanding and appreciation of Indigenous Australian culture, customs and society and the ability to gain and maintain credibility with Aboriginal and/or Torres Strait Islander people, communities and organisations.
2. Demonstrated ability to communicate effectively with Aboriginal people.
3. Experience working in remote Aboriginal communities or consulting with Aboriginal people.
4. Knowledge and understanding of environmental management systems and principles.
5. Skills in Environmental Auditing or a willingness to undertake Environmental Auditor Training.
6. Demonstrated problem solving skills with the ability to set priorities, manage multiple deadlines and effectively deliver tasks on time.
7. Demonstrated effective interpersonal skills with the ability to communicate and work with internal and external stakeholders at all levels.
8. Demonstrated high level written and oral communication skills, including but not limited to reports, planning, presentations and budgeting.
9. An understanding of the onshore petroleum and minerals resources sectors and relevant legislation and government policies.
10. Demonstrated strong computer skills with the ability administer systems/programs.
11. Preparedness to travel to remote locations when required.
12. Knowledge of, and commitment to, the principles of Equity and Diversity, Participative Workplace Practices, and Workplace Health and Safety and the ability to apply them in the workplace.

Qualifications/Licences

1. Relevant degree or equivalent or at least five years' experience working in a similar role.
2. Current Class C Driver's Licence.

Desirable Criteria

1. Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the *Aboriginal Land Rights Act (Cwth) 1976* and the *Native Title Act (Cwth) 1993*.
2. Experience working in an inter-cultural organisation.
3. Experience working in the resources sector.
4. Preparedness to travel to and remain in remote locations for extended periods as required.
5. Demonstrated ability to work outside normal office hours to attend meetings where required.

Note: Significant travel to remote areas using 4WD vehicles is involved so possession of a "C" class drivers licence and ability to safely drive 4WD drive vehicles is essential.

I hereby acknowledge that I have read and agree to fulfil, to the best of my abilities, the above-listed responsibilities:

Signature of Employee

Print Name

Date

Note: From time to time, it may be necessary to amend this position description in response to the changing nature of our work environment. Such change may be initiated as necessary by the Manager of this position or as part of the Performance Development process. Any change will be made in consultation with the incumbent.

Approval

Position	Name	Date Approved
General Manager People Services	Jason Chin	September 2020