

## POSITION DESCRIPTION – NATIVE TITLE PROJECT OFFICER

SECTION 1: ORGANISATION OVERVIEW	
<p>Banjima Native Title Aboriginal Corporation RNTBC (BNTAC) is the prescribed body corporate holding native title on trust for the Banjima People.</p> <p>The Banjima native title determination area covers a large area of land and waters in the Pilbara region of Western Australia. There are approximately 600 adult Banjima People and many more Banjima children.</p> <p>As well as it's roles and responsibilities as a PBC, BNTAC's objectives also include to provide relief for disadvantaged Aboriginal people, maintain and support traditions, laws, language and culture of Banjima people, as well as provide economic, social and cultural benefits, including housing, training and education.</p>	

SECTION 2: POSITION IDENTIFICATION			
<b>Position:</b>	Native Title Project Officer	<b>Classification:</b>	As per Conditions of Employment
<b>Region:</b>	Western Australia	<b>Award/Conditions:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Location of Position:</b>	Perth Office		
<b>Hours:</b>	37.5 hours per week		

SECTION 3: REPORTING RELATIONSHIPS	
<b>Responsible to:</b>	Native Title Operations Manager
<b>Staff reporting to this position:</b>	N/A

SECTION 4: ORGANISATION BACKGROUND / VISION	
<p>This role with BNTAC carries responsibility to actively assist the Native Title Operations Manager, and other employees to promote the key organisational vision:</p> <p><i>The Banjima people are healthy, secure and independent with diverse life choices and the ability to determine their own future. The foundation is a proud entity centred on strong culture, community unity and effective governance.</i></p>	

## **SECTION 5: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

All employees have responsibility for Occupational Health and Safety. Native Title Project Officer shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice, BNTAC Workplace Health and Safety Policies and Procedures, and Employee Handbook.

All employees shall also comply with instructions given by their manager in the respect of Health and Safety of themselves, and the Health and Safety of other persons.

## **SECTION 6: PRIMARY OBJECTIVES OF THIS POSITION**

This role is a key position with BNTAC's Native Title Team, supporting the Native Title Operations Manager with:

- Future acts matters and the negotiation of Native Title Agreements;
- The implementation and compliance of native title agreements;
- The support and management of key matters and projects relating to protection of Banjima Native Title, Country, Culture and Heritage; and
- Key cultural and heritage projects.

The Native Title Project Officer will be part of the Native Title Operations team at BNTAC reporting to the Native Title Operations Manager and will work alongside the Implementation Officers.

## **SECTION 7: KEY RESPONSIBILITIES, GOALS OR OBJECTIVES**

At the direction of the Native Title Operations Manager, duties and responsibilities include, but are not limited to:

- Assist with management of Future Acts;
- Assist with the implementation and compliance of Native Title agreements;
- Liaise with mining companies, independent consultants, and service providers;
- Assist with key cultural and heritage projects;
- Participate in other projects as required; and
- Periodic travel to the Pilbara region.

## **SECTION 8: KEY PERFORMANCE INDICATORS**

- Capacity to effectively monitor compliance with native title agreements.
- Establish compliance register of native title agreements
- Report on native title compliance
- Manage the review of agreements, including identifying any improvements in consultation with stakeholders and report on progress

- Modernisation of agreements in consultation with stakeholders and report on progress
- Assist in the negotiation of new agreements
- Report on best practice agreements
- Capacity to effectively manage future acts matters; manage with Roe Legal Services and Karajini Developments and report on future acts.

## **SECTION 10: LEVELS OF AUTHORITY**

This authority should be exercised in a responsible, legitimate and appropriate manner in the most ethical and commercial interests of the corporation. This authority must not conflict with any BNTAC policy statements, procedures, objectives and instructions.

## **SECTION 11: SELECTION CRITERIA**

### **Essential:**

- Tertiary qualification (minimum Bachelor's degree) in anthropology, law or similar;
- Sound knowledge of the Native Title Act 1993 (Cth), the Mining Act 1978 (WA), negotiation of and compliance with Native Title agreements and other relevant legislation;
- Experience working in the Native Title Sector, or in a related role within a mining company or government sector;
- Stakeholder relationship management skills;
- Cultural competence, especially with Aboriginal People;
- High level time management and organisational skills;
- Ability to work autonomously, setting own initiative, and within teams;
- A demonstrated high level of written and verbal communication skills;
- Ability to work in a busy environment while managing conflicting demands;
- Something about political nature of working environment; and
- Ability to travel in regional and remote areas of the Pilbara as require

### **Desirable:**

- Experience working within or knowledge of Aboriginal Corporations/PBC's;
- Identify and are recognised as a Banjima person; and
- An understanding of the cultural, social, economic and political issues affecting Aboriginal Australians generally and native title issues in particular.