

Job Title:	Regional Anthropologist
Classification:	SPO (Depending on skills and qualifications)
Position No:	
Branch:	Anthropology
Reports to:	Manager, Anthropology
Date:	February 2017

Primary Objectives

Under the direction and supervision of the Anthropology Branch Manager, the position is responsible for undertaking a full range of Anthropological duties including field research, site surveys and report writing to ensure that accurate and up-to-date information is held by the Northern Land Council in relation to Traditional Owners and their land interests.

Duties:

1. Coordinate and undertake field research into Aboriginal systems of land tenure in the region of the NLC and document this research in the form of detailed reports, updating lists and personal particulars of traditional owners, genealogies, site maps and estate areas, and site registers for accession in the LIR (Land Interest Reference).
2. Co-ordinate site surveys of social and archaeological significance for the purpose of site protection and ensure detailed documentation is prepared relating to the protection of such areas and that the relevant bodies are notified.
3. Hire and supervise Anthropology, Archaeology, and History consultants and social impact specialists to undertake ALRA claims, LIR research in the region and ELA generated site surveys. Be responsible for all contractual arrangements with consultants including the preparation of appropriate terms of reference, compliance with contractual obligations and approval of invoices before payment is made.
4. Co-ordinate and conduct Anthropological field research as required to process LIR requests by identifying the traditional landowners of land in the region of the NLC. Ensure timely responses to LIR requests and appropriate liaison with the Officer in Charge of the LIR in relation to such requests.
5. Make determinations of traditional ownership as per the requirements of the ALRA and ensure detailed recording and documentation to support such determinations. Provide detailed briefings to the Manager of the Anthropology Branch and other NLC forums as required.
6. Co-ordinate and facilitate the taking of instructions from Aboriginal clients of the NLC in relation to the distribution of royalty and compensation payments within the relevant region. Provide advice to the Manager, Anthropology and Royalties section on issues of compliance with relevant legislation and NLC procedure in relation to the distribution of royalties and compensation payments within the relevant region.
7. Coordinate the management of dispute resolution (i.e. land claim disputes) through appropriate forums and provide informed anthropological advice to the Northern Land Council on such disputes. In conjunction with other anthropologists (as appropriate) contribute to policy and procedural developments in relation to dispute resolution.
8. Develop policy and procedure for the conduct of social impact research across the NLC region and coordinate and undertake social impact research in the region as required.
9. Brief NLC staff and external clients on Aboriginal social and cultural issues within the region and provide anthropological advice in the form of briefing papers, discussion papers and verbally to such parties as required.

10. Be responsible for all anthropological preparation and input into ALRA land claims for the region i.e. preparation of genealogies; site maps; claimant profiles; register of economic use and assistance in the compilation of senior anthropologist's reports.
11. Ensure that the practice directions as issued by the Aboriginal Land Commissioner (relating to anthropological material) are fulfilled within the required time frames.
12. As for Land Claims, provide anthropological input and advice into the preparation of Native Title applications as appropriate.
13. Undertake archival, library and other documentary research into the nature of Aboriginal land tenure systems, genealogical information, population records and previous anthropological research as required.
14. Assist the preparation of material for Native Title applications in consultation with the SPO Native Title and as required by the Manager, Anthropology.
15. Be responsible for the preparation and acquittal of the LIR research budget in the region.
16. Prepare yearly work and business plans for anthropological research /appropriate land/native title claims in the region and review these on a three monthly basis.
17. Act as a member of the general team and as required co-ordinate such teams to ensure that appropriate and clear networks of communications are established between the anthropology branch and other branches of the NLC on these matters.
18. Participate as a member of the various project teams and at times, act as a project co-ordinator in accordance with NLC policies on team structures. Ensure budgets are prepared, and that priorities are established and adequate project management principles are observed thus ensuring appropriate advice, policy and strategies associated with anthropological issues within the region are raised and/or developed.
19. Work closely with the Community Planning and Development team together with NLC constituents towards the design and implementation of appropriate and sustainable community development initiatives.
20. Represent the NLC in external forums and to third parties such as mining companies in relation to all anthropological issues within the region.
21. Assist in the training of other staff.
22. Carry out any other duties as required by the Manager, Anthropology.

Organisational Relationships

- Report to the Anthropology Branch Manager.
- Assist other Anthropology staff as available.
- Assist other staff when requested or as directed.

Work Health and Safety Responsibilities

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

Essential Criteria

- Degree in anthropology or related discipline.
- Field research experience with Aboriginal people.
- Substantial familiarity with the 'traditional ownership' criteria of ALRA and experience in analysing Aboriginal systems of land tenure within these criteria.
- Ability and experience in working as a member of a team.
- Willingness to work in remote and difficult locations away from home base for extended periods.
- Current 'C' class licence.
- A good knowledge of the *Aboriginal Land Rights (Northern Territory) Act 1976*, the *Native Title Act 1993* and knowledge of other legislation which impacts on Aboriginal people in the NLC area.
- Competence in computer based information technology, document generation and communication systems.

- Excellent interpersonal, verbal and written communication skills.
- Organisational and administrative skills of a high order, including experience in managing a small dedicated team and a demonstrated ability to work under pressure, prioritise work and meet deadlines.
- Knowledge of, and commitment to, the principles of Equity and Diversity, Participative Workplace Practices, and Occupational Health and Safety and the ability to apply them in the workplace.

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 duties and 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
Human Resources Manager	Kathryn Laferia	25 th January 2017