



North Queensland Land Council

Native Title Representative Body Aboriginal Corporation

POSITION DESCRIPTION

<u>POSITION:</u>	First Nations Engagement Officer
<u>DESCRIPTION:</u>	To work with lawyers and anthropologists in the Claims Team to oversee culturally appropriate engagement with NQLC First Nations native title groups who are progressing Native Title claims over their traditional lands and waters.
<u>TEAM:</u>	Claims Team (comprising the Legal Unit and Anthropology Unit)
<u>LEVEL:</u>	Level 5, Step 1 – Step 4 (subject to experience)
<u>SALARY RANGE:</u>	\$86,656.05 to \$97,475.80 per annum
<u>REPORTING TO:</u>	Principal Legal Officer

KEY WORK DUTIES:

- a. Develop respectful working relationships with the First Nations constituents of the North Queensland Land Council (NQLC), to facilitate community engagement and consultation processes as native title claims progress through research, consultation, authorisation, evidence gathering and decision-making processes.
- b. Operate effectively as a member of a multi-disciplinary team to work with lawyers, anthropologists and other staff to develop culturally appropriate community engagement and consultation processes and methods.
- c. Facilitate the effective transmission of information between NQLC professional staff and its First Nations constituents, thereby assisting NQLC to achieve its statutory obligations and corporate objectives.
- d. Be the principal point of contact in the NQLC for its First Nations constituents to be kept informed of relevant meetings and other matters that may arise in relation to the progress of native title claims and other matters that may arise in relation to native title research, consultation, authorisation, evidence gathering and decision-making processes.
- e. Communicate NQLC's policies and procedures to its First Nations constituents and where necessary, provide advice to NQLC as to the appropriateness of policies, procedures or methods of engagement to improve our delivery of services to our First Nations constituents.
- f. Assist anthropological consultants employed by NQLC to effectively work with and engage inclusively with NQLC's First Nations constituents.

- g. Create and maintain electronic records of communications with NQLC's clients, as directed by PLO or other senior Team leaders.
- h. Produce activity reports as may be requested by the PLO.
- i. Represent NQLC at meetings with its First Nations constituents.
- j. Other duties as reasonably directed by the CEO.

SELECTION CRITERIA:

1. Demonstrated understanding of Aboriginal cultures and appreciation of cultural aspirations, particularly those within the NQLC region.
2. Proven high level interpersonal, verbal and written communication skills and ability to build productive working relationships with First Nations People and relevant stakeholders, in an informative and culturally appropriate manner.
3. Clear understanding of Native Title processes.
4. Demonstrated organisational and liaison skills with First Nations People, government agencies and stakeholders.
5. Ability to work as part of a dynamic multi-disciplinary team in undertaking Native Title community engagement and consultation with minimal supervision. Must be able to assist with progression of complex matters to an agreed outcome in a pressure environment.
6. The ability to represent the NQLC at meetings of its First Nations constituents in order to achieve organisational goals.
7. Commitment to complying with NQLC Policies and Procedures and Confidentiality Deed.
8. Punctuality, reliability and demonstrated commitment to the job.
9. Current manual Queensland Driver's Licence – open 'C' and ability to undertake travel away from base.

DESIRABLE:

- Formal qualifications in an area relevant to the key duties of the job description will be viewed favourably.
- Work experience in a related field.