



# Position Description

<b>Position:</b>	Anthropologist - Research Officer		
<b>Team:</b>	Claims Team	<b>Unit:</b>	Anthropology and Research
<b>Classification:</b>	NTRB Level 5 (Level 1 - 4) to NTRB Level 6 (Level 1 - 4) (commensurate with experience)		
<b>Salary:</b>	NTRB Level 5 (\$93,272 to \$104,918) NTRB Level 6 (\$109,113 to \$122,738)		
<b>Reports to:</b>	Manager, Anthropology and Research	<b>Direct Reports:</b>	None
<b>Location</b>	Cairns	<b>Date Approved:</b>	December 2025

## About NQLC

The North Queensland Land Council (**NQLC**) is the recognised Native Title Representative Body (NTRB) under section 203AD of the *Native Title Act 1993* (Cth) for the North Queensland region. We represent native title holders and claimants in native title related proceedings including native title claims, appearing in court on behalf of native title claimants, responding to future act applications, and negotiations for Indigenous Land Use Agreements.

## Our Purpose

It is NQLC's mission to ensure that the native title rights and interests of every traditional owner within their region are legally recognised, and for Aboriginal people to benefit culturally, socially and economically from the secure possession of their traditional land and waters.

## Your Role

Under the supervision of the Anthropology and Research Unit (ARU) Manager, the Anthropologist - Research Officer is responsible for providing advice and assistance on anthropological matters in relation to the NQLC's native title practice including pre- and post-determination matters. This position is responsible for undertaking supervised research, assisting with preparation of documentation for new and ongoing Native Title Determination Applications (NTDA), undertake consultation and engagement with native title claimants and holders, and complete other discreet research projects as directed.

On a day-to-day basis, you will play a key role in supporting multiple research and consultation projects, ensuring reporting complies with State and Federal Court requirements, adhering to internal record-keeping and administrative standards, and maintaining the confidentiality of sensitive information.



## Your responsibilities

1. Under supervision, undertake or coordinate anthropological research, including field research, on the native title rights and interests of claimant groups within the NQLC's region to progress native title applications and post-determination objectives including supervision of expert anthropological consultants as required.
2. Contribute to research, consultation, and engagement activities that support the progression of Native Title Determination Applications (NTDAs) and post-determination projects, working collaboratively with a multi-disciplinary team and key stakeholders.
3. Under supervision of the Manager, Anthropology and Research, prepare terms of reference, research plans, and schedules to guide research, and monitor the progression of research by consultants ensuring that terms of reference and timelines are met. Coordinate fieldwork and assist consultants undertaking research for the NQLC.
4. Prepare high-level anthropological advice and documentation, including reports, genealogies, country maps, site registers, to support the NQLC's native title practice including pre-determination, post-determination and future acts practice.
5. Review reports and provide feedback to ensure work is compliant with the *Native Title Act 1993* (Cth), *Expert Evidence Practice Note* (GPN-EXPT) (J Allsop, October 2016), the Queensland Government's *Guidelines for preparing and assessing connection material for Native Title Claims in Queensland*, (November 2016) and orders of the court.
6. Maintain awareness of legislation, case law and State and Commonwealth policies as they relate to native title and applied anthropological practice in the sector.
7. Communicate with Traditional Owners in a culturally appropriate and sensitive manner having regard to the customs and cultural mores of the local community.
8. Contribute to the preparation of budgets and operational plans to progress native title projects in line with NQLC strategic objectives and contribute as directed to annual reporting processes.
9. Maintain effective working relationships across all NQLC business units.
10. Ensure confidentiality, internal quality control, compliance and consistency across anthropological record keeping and organisational administrative practices.
11. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NQLC policy to ensure all risks are mitigated appropriately.
12. Other duties as directed by the Manager, Anthropology and Research Unit.



## Position Requirements

### Essential Criteria

1. An Honours degree (equivalent or higher) in Anthropology, or allied discipline, and minimum of 5 years applied experience in native title and first nations land rights sector; or demonstrable, applied experience in a similar industry or context.
2. Demonstrated understanding and respect for Australian First Nations peoples—their cultures, customs, and societies—and the ability to build and maintain trust with First Nations constituents, communities, and organisations to ensure work undertaken is culturally safe and appropriate.
3. Sound knowledge of the *Native Title Act 1993* (Cth) and related legislation, contemporary issues impacting Australian First Nations, and the political context in which the NQLC and other NTRB/SPs operate.
4. Demonstrated organisational skills, attention to detail, and accuracy, while meeting deadlines. This includes the ability to prioritise tasks and work with minimal supervision, either individually or as part of a team.
5. Demonstrated, well-developed research, analytical and data sourcing skills including the ability to write critical and cogent reports, correspondence and other documentation.
6. Demonstrated ability to communicate complex issues clearly to a diverse range of stakeholders, including experts, legal practitioners, and native title claimants and holders, in a culturally appropriate manner
7. Demonstrated, well-developed interpersonal skills, including the ability to work effectively and collaboratively within a dedicated multi-disciplinary team.
8. Possession of a current manual driver's licence and the ability to travel to regional and remote areas, including occasional work outside standard hours.

### Desirable Criteria

1. Demonstrated knowledge of Native Title and associated legislation, policies, and political context in Queensland.
2. Demonstrated experience in the research and preparation of expert anthropological reports compliant with the Federal Court of Australia's, *Expert Evidence Practice Note (GPN-EXPT)* (J Allsop, October 2016) and the Queensland Government's Guidelines for preparing and assessing connection material for Native Title Claims in Queensland, (November 2016) (or equivalent State or Territory guidelines).

### Approval

Position	Name	Date Approved
Manager, Anthropology and Research Unit	Emma King	16 December 2025
Principal Legal Officer	Jasmin Phillips	19 December 2025

*All positions at NQLC are subject to the continuation of funding. This position description (PD) outlines the current duties and responsibilities of the position. It may be necessary to amend this position description in response to a change in operational needs and priorities of the NQLC. 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.*