



# Position Description

<b>Position:</b>	Graduate Anthropologist - Research Officer		
<b>Team:</b>	Claims Team	<b>Unit:</b>	Anthropology and Research
<b>Classification:</b>	NTRB Level 4 (Step 3 - 4)		
<b>Salary:</b>	NTRB Level 4, Step 3-4 (\$83,723 to \$87,072)		
<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 undertaking supervised research and assist on anthropological matters in relation to the NQLC's native title practice including pre- and post-determination matters. This graduate position will assist in the research and preparation of documentation for new and ongoing Native Title Determination Applications (NTDA), support engagement with native title claimants and holders, and undertake other discreet research projects, as directed, to build capability.

On a day-to-day basis, you will build your applied anthropology capability by assisting on varied research projects including supervised fieldwork, contribute to written outputs, and comply with internal record keeping and administrative practices, ensuring protection of sensitive and confidential information.



## Your duties and responsibilities

1. Under supervision, assist with anthropological research, including field research, on the native title rights and interests of claimant groups within the NQLC's region for the purpose of progressing native title applications and post-determination functions including 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, contribute to the development of 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 being met. Assist consultants undertaking research for the NQLC.
4. Working with a senior anthropologist assist with the preparation of 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 law and custom 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 an allied field; or applied experience in a related context.
2. Demonstrated awareness of contemporary issues impacting Australian First Nations peoples, and a capacity to rapidly acquire a working knowledge of the *Native Title Act 1993* (Cth) and related legislation, and the political context in which the NQLC and other NTRB/SPs operate.
3. 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.
4. Demonstrated research, analytical and data sourcing skills including demonstrated ability to write critical and cogent reports, correspondence and other documentation.
5. Capacity to develop the 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.
6. Well-developed interpersonal skills, including the demonstrated ability to work effectively and collaboratively within a dedicated multi-disciplinary team.
7. Demonstrated self-motivation, initiative, and a positive attitude, with a strong willingness to learn and contribute effectively in a team environment.
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. Participation in a native title sector internship program (eg. Aurora Foundation or Centre for Native Title Anthropology - CNTA), volunteer experience in a related sector or previous applied work experience in research, community engagement and consultation or another related context.

## Approval

Position	Name	Date Approved
Manager, Anthropology and Research Unit	Emma King	10 November 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.*