



## Position Description

<b>Position:</b>	Senior Anthropologist		
<b>Team:</b>	Claims Team	<b>Unit:</b>	Anthropology and Research
<b>Classification:</b>	NTRB Executive Level 1 (Level 1-4) (commensurate with experience)		
<b>Salary:</b>	NTRB EL1 \$132,558 to \$149,109		
<b>Reports to:</b>	Manager, Anthropology and Research Unit	<b>Direct Reports:</b>	Project specific
<b>Workplace Location</b>	Cairns (remote or hybrid options considered)	<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) (**NTA**) 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 Senior Anthropologist is responsible for providing high-level advice and assistance on anthropological matters in relation to the NQLC's native title practice in the pre- and post-determination matters. This position is responsible for coordinating and preparing the NQLC's documentation for new and ongoing Native Title Determination Applications (NTDA), developing positive working relationships with native title claimants and holders through respectful and culturally aware consultation and engagement practice, and providing mentoring and coaching of Anthropologists within the Unit, as required.

On a day-to-day basis, you will lead multiple projects involving research, consultation, mediation, and facilitation. You will be responsible for ensuring the quality and accuracy of research outputs maintaining compliance with internal record-keeping and administrative procedures and maintaining the confidentiality of sensitive information.



## Your responsibilities

1. Undertake applied anthropological research, including field research, on the native title rights and interests of claimant groups, and prepare reports to standards compliant with *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).
2. Lead, design and conduct major research, consultation, mediation and facilitation projects to progress Native Title Determination Applications (NTDA) and post-determination projects in collaboration with a multi-disciplinary project team and stakeholders.
3. Supervise and coordinate consultant work including develop terms of reference, research plans, and schedules to guide research on identified native title matters in line with annual operational plans; monitor progress to ensure research is delivered on time and in accordance with agreed terms of reference. Assist staff and consultants undertaking research for the NQLC.
4. Provide high-level advice to NQLC staff on matters relevant to anthropology and research to assist the progression of native title matters in accordance with annual operational plans and Federal Court schedules.
5. Supervise and mentor ARU staff in applied anthropological practice, research and preparation of documentation and evidence for use in native title proceedings, including connection reports, maps, genealogies and associated ethno-historical materials.
6. Contribute to native title anthropology professional practice by participating and presenting at relevant conferences, forums and publications.
7. Maintain awareness of legislation, case law and State and Commonwealth policies as they relate to native title and applied anthropological practice in the sector.
8. Engage with Traditional Owners in a culturally appropriate manner having regard to the law and customs of the local community.
9. 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.
10. Develop and maintain effective working relationships across all NQLC business units.
11. Ensure confidentiality, internal quality control, compliance and consistency across anthropological record keeping and organisational administrative practices.
12. 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.
13. Other duties as directed by the Manager, Anthropology and Research Unit.



## Position Requirements

### Essential Criteria

1. An Honours Degree (equivalent or higher) in Anthropology, and minimum of 10 years relevant applied experience in native title and first nations land rights sector.
2. Substantial, demonstrated anthropological research experience involving complex systems, critical analysis and preparation of anthropological documentation to a high-standard, in support of Native Title Determination Applications or comparable circumstance.
3. Demonstrated knowledge of, and broad experience in the operation of the Native Title Act 1993 and related legislation, and the application of anthropological practice in the native title context; some knowledge of ethno-historical sources and literature relevant to Queensland.
4. Demonstrated critical decision-making skills and the exercise of sound judgement, initiative, and a solution-focused approach to problem solving in the context of native title.
5. Demonstrated contribution and experience presenting at professional conferences, forums and publications relevant to native title and applied anthropological practice.
6. Exceptional interpersonal skills, including the demonstrated ability to communicate complex issues to a wide range of stakeholders; demonstrated cultural awareness when working with First Nations people in a native title context.
7. Demonstrated, strong organisational skills and attention to detail including the ability to work with limited direction, set priorities, perform in difficult situations, and respond effectively to new challenges either individually or as part of a team.
8. Substantial, demonstrated experience in project management; research design, development and implementation, including contract management, and the application of monitoring and evaluation methods.
9. Demonstrated ability to effectively supervise and mentor staff in the conduct of applied anthropological research in the native title sector.
10. 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 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).
2. Qualification and /or demonstrable experience in development and implementation of alternative



dispute resolution processes including dispute management, negotiation and mediation processes, and facilitating consultation where conflict management and de-escalation skills are employed.

## Approval

Position	Name	Date Approved
Manager, Anthropology and Research Unit	Emma King	28 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.*