

Banjima Native Title Aboriginal Corporation RNTBC

POSITION DESCRIPTION: Native Title and Agreements Implementation Officer

SECTION 1: ORGANISATION OVERVIEW			
<p>Banjima Native Title Aboriginal Corporation RNTBC (BNTAC) is the Prescribed Body Corporate (PBC) that holds native title on trust for the Banjima People.</p> <p>Banjima Country encompasses more than a million hectares in the eastern Pilbara region of Western Australia.</p> <p>BNTAC's key responsibilities as a PBC include ensuring the protection and maintenance of Banjima Native Title Rights and Interests. BNTAC's objectives also include the maintenance and support of traditions, laws, language and culture as well as the provision of economic, social and cultural benefits of the Banjima People.</p>			
SECTION 2: POSITION IDENTIFICATION			
Position:	Native Title and Agreements Implementation Officer	Classification:	As per Conditions of Employment
Region:	Western Australia	Award/Conditions:	Social, Community, Home Care and Disability Services Industry Award 2010
Location of position:	Perth Office		
Hours:	75 hours per fortnight		
SECTION 3: REPORTING RELATIONSHIPS			
Responsible to: Implementation and Compliance Manager			
Staff reporting to this position: N/A			
SECTION 4: ORGANISATION BACKGROUND / VISION			
<p>This role with BNTAC carries responsibility to actively assist in promoting the following key organisational vision:</p> <p><i>The Banjima people are healthy, secure and independent with diverse life choices and the ability to determine their own future. The foundation is a proud entity centred on strong culture, community unity and effective governance.</i></p>			

SECTION 5: PRIMARY OBJECTIVES OF THIS POSITION

This position supports the Implementation and Compliance Manager in:

1. Managing future acts matters, including the negotiation of land access and heritage agreements;
2. The implementation of native title agreements, including two (2) Indigenous Land Use Agreements; and
3. The support and management of key matters and projects relating to protection of Banjima Native Title, Culture and Heritage.

SECTION 6: KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to:

Future Acts Matters

- Management of Future Acts notices and National Native Title Tribunal Processes;
- Negotiation of land access and heritage agreements; and
- Assist in the negotiation of major future acts and land access matters as required;

Implementation of Native Title Agreements

- Substantively manage the implementation and compliance of two Indigenous Land Use Agreements;
- Monitor the implementation and compliance of other land access and heritage agreements;
- Liaise with mining companies, independent consultations and service providers;
- Assist in the management and coordination of Implementation Committees, including liaising with committee members, preparation of agendas, compliance summaries and reports; and
- Manage logistics for implementation and other meetings.

Other matters relating to the protection of Banjima Native Title and Cultural Heritage

- Manage key cultural and heritage projects;
- Liaise with and assist BNTAC's Cultural Advisors, Heritage Managers and other relevant service providers as required;
- Assist in the development of systems to enable the long-term management and storage of cultural and heritage information;
- Coordination of other environmental, heritage or cultural matters as required; and
- Managing processes around Banjima Publication requests.

Participation as a member of the Implementation and Compliance Team

- Attend and contribute to Implementation and Compliance Team meetings;
- Participate in other projects as required;
- Report regularly to the Implementation and Compliance Manager; and
- Periodic travel to the Pilbara region.

SECTION 7: KEY PERFORMANCE INDICATORS

- Capacity to effectively monitor compliance with native title agreements;
- High level cultural competence;
- Capacity to effectively manage future acts matters;
- Successful participation in project teams and as a member of the Implementation and Compliance team;
- Positive and productive relationships with Banjima People, key stakeholders and BNTAC Staff; and
- High standard of verbal and written communication.

SECTION 8: SALARY AND BENEFITS

Timeframe: Initially a One-year contract (with the possibility of extension subject to funding)
Salary Range: \$75 to 90K base, plus superannuation
Annual leave: 4 weeks
Sick leave: 10 days
Salary Sacrifice: \$15,900.00 PA

SECTION 9: SELECTION CRITERIA

Essential:

- Familiarity with the *Native Title Act 1993 (Cth)*, the *Mining Act 1978 (WA)* and other relevant legislation.
- Experience in monitoring compliance of agreements.
- Cultural competence working with Aboriginal People.
- High level time management and organisational skills.
- Ability to effectively engage in multi-disciplinary teams.
- Excellent written and verbal communication skills.
- Ability to work in a busy environment while managing conflicting demands.
- Experience working in the Native Title Sector, or for an NTRB or PBC.
- Current Drivers Licence.
- Ability to travel in regional and remote areas of the Pilbara.

Desirable:

- Demonstrated future acts and heritage experience.
- An understanding of the cultural, social, economic and political issues affecting Aboriginal Australians generally and native title issues in particular.

SECTION 10: CERTIFICATION

I have reviewed and confirm my full understanding of the role of _____, and agree that this is an accurate position description of that role.

Staff Name:	Sign:	Date:
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I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role.

Manager Name:	Sign:	Date:
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POSITION TITLE: Native Title and Agreements Implementation Officer	LAST UPDATE: 18 June 2019	DEPARTMENT: Implementation and Compliance
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