

CENTRAL LAND COUNCIL JOB DESCRIPTION

POSITION TITLE:	Project Officer Pastoral Real Jobs
POSITION NUMBER:	LM034
CLASSIFICATION LEVEL:	ASO 6
POSITION LOCATION:	Central Land Council Ranger Hub Cameron Street, Alice Springs
RESPONSIBLE TO:	Manager, Land Management
LAST REVIEWED:	January 2017

KEY FUNCTIONS

This position will co-ordinate and oversee all aspects of the CLC Real Jobs Pastoral program by implementing and developing strategies to support the placement of 15 FTE Aboriginal people into positions on Aboriginal cattle enterprises currently in operation under the Indigenous Pastoral Program in the CLC region.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Provide day-to-day co-ordination of the CLC/ILC Real Jobs Pastoral program and management activities in accordance with program objectives, funding and CLC reporting requirements;
2. Facilitate the recruitment and ongoing participation of Aboriginal people into 15 FTE positions in the pastoral industry through workplace induction, professional development and mentoring support strategies;
3. Develop and implement strong working relationships with key project partners - the Indigenous Land Corporation and participating pastoral stations, and with key stakeholder groups including Community Development Program service providers, the Northern Territory Cattlemen's Association, Registered Training Organisations and government-based education and training organisations in the CLC region to ensure sound employment and professional development outcomes for Aboriginal participants in the program;
4. Oversee the development and implementation of a tailored workplace induction and training program that enables Aboriginal people with little or no previous work experience and relatively low schooling standards to successfully transition into employment within the pastoral industry;
5. Oversee the development and implementation of a mentoring strategy that provides workplace support that enables participants to overcome personal and institutional barriers to their successful participation in the program;
6. Develop and maintain an effective database to record the progress towards the program's objectives and targets, and use these data to fulfil program and CLC reporting requirements to meet project milestones;
7. Work closely with station managers and staff to ensure that work health and safety requirements are met and best practice industry standards applied in all elements of participants' work programs;
8. Liaise with other Aboriginal organisations, local government authorities, government departments, industry groups, and regional stakeholders on matters relevant to the program and more broadly to indigenous employment and training outcomes;
9. Support and promote participation in forums, workplace exchanges and other initiatives which build participants' confidence and skills, and provide opportunities to showcase the program's achievements; and
10. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training, and are consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act 1993;
- CLC Corporate Plan;
- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures.

WORKING RELATIONSHIPS

- Reports to and receives direction from the Coordinator, Employment and Training;
- Work collaboratively with all other staff of the Land Management unit in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

LM034

ESSENTIAL

1. Relevant qualifications and/or demonstrated experience in land management, pastoral management, employment and training or related fields.
2. Demonstrated experience in project management including managing budgets, overseeing workplan development and implementation, maintaining strong working relationships with diverse project stakeholders, and completing reporting requirements.
3. Relevant experience in the development and/or implementation of training or professional development programs for staff.
4. Experience in working effectively as part of a small team involving diverse project partners.
5. Ability to communicate effectively in writing through preparation of correspondence, reports, briefings and submissions for distribution to relevant parties.
6. Demonstrated ability to operate within a strategic organisational framework under limited direction, effectively initiate, set and respond to priorities in a dynamic working environment and respond effectively to unforeseen challenges with a high level of personal responsibility.
7. Ability to travel, live and work in remote locations as a regular part of the job and undertake extended field work involving traditional landowners, staff, and others (including effective collaboration with a range of regional and local agencies).
8. High professional and ethical standards with an ability to build rapport with a broad range of individuals and organisations, analyse and solve problems with flexibility and good humour and a capacity for persistence and resilience in a challenging social, political and physical environment.

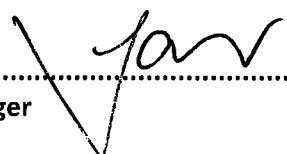
9. A current drivers licence and an appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg.
10. Sound skills and experience in using Microsoft Office and an understanding of and experience with basic databases.

DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Knowledge of Aboriginal society and culture and an understanding of relevant issues in the contemporary Australian context. Knowledge and experience in working with Aboriginal people in the Central Australian setting will be highly regarded.
3. Knowledge and understanding of the local labour market and issues particular to the pastoral industry in Central Australia.
4. Certificate IV in Training and Assessment and competency-based certificates relevant to the practical implementation and co-ordination of pastoral training programs e.g. heavy machinery use, feral animal control, horse and cattle handling methods and other relevant training.
5. A demonstrated aptitude for other languages or familiarity and experience with an Aboriginal language would be an advantage.

Approved Copy

Signed:  Date 24/1/17
Unit Manager

Signed:  Date 30/1/17
General Manager

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

Employee Name (Please Print)

Employee Signature

Date