



Ngadju Native Title Aboriginal Corporation RNTBC

ICN 8297 | ABN 40 829 460 147

Level 1, 1138 Hay Street, West Perth WA 6000

PO Box 806, West Perth WA 6872

Phone: (08) 9462 3500 **Email:** reception@nntac.org.au

Web: www.nntac.org.au

Job Title | Operations co-ordinator

Location | Level 1, 1138 Hay Street, West Perth WA 6000

Term | 12 month fixed term contract

Salary | \$90,000

Direct report | Land access manager

About us | The NNTAC acts as an agent for the native title rights and interests of the Ngadju people of southern Western Australia. We are committed to advocating for the Ngadju community to ensure longevity of Ngadju country not just for current members but also for future generations.

About the role | We are seeking a friendly, positive and reliable individual to assist within the land access and heritage team, to co-ordinate surveys as well as ad-hoc administrative tasks as assigned by the senior management team. They will monitor the survey applications as appropriate, answering any questions regarding the operational processes and once vetted as suitable, escalate for HR to begin onboarding processes. We are seeking a capable candidate that can remain calm during peak periods and someone that would be interested in being involved in assisting in other areas of the business for the remaining. As a small team, we require them to be flexible with changing circumstances and to assist where needed as per the rest of the team.

1. Core Duties

- As directed, the implementation of NNTAC native title agreements as they relate to cultural and heritage matters, including:
 - receiving, assessing and actioning all notifications for non-ground (NGDA) and ground disturbing activities (GDA) in accordance with NNTAC agreements;
 - liaison with proponents in relation to NGDA and GDA notifications, heritage
 - survey logistics and outcomes;
 - liaising with Ngadju heritage survey participants;
 - liaison with Anthropological and Archaeological consultants in relation to heritage surveys; and
- Ensuring NNTAC and proponent compliance with all heritage related aspects of NNTAC Agreements.
- Maintain and adhere to heritage processes and procedures, including compliance registers in accordance with NNTAC policies and procedures.
- Provide updates to management in relation to management of native title agreements as they relate to cultural or heritage matters.
- Attend and contribute to team meetings.
- Any other duties as directed by management

2. Selection Criteria

- Understanding of the role and responsibilities of PBC's in maintaining and managing the native title rights and interests of the Ngadju People.
- Ability to understand and implement native title agreements and in particular in relation to the management of heritage compliance within those agreements.

- Ability to understand and apply the Native Title Act 1993 (Cth), Mining Act 1978 (WA), Aboriginal Heritage Act 1972 (WA) and other relevant legislation relating to the management of heritage matters.
- High level written and verbal communication skills.
- High level time management and organisational skills.
- Demonstrated ability to consistently meet deadlines and effectively manage competing priorities.
- Strong attention to detail.
- Capacity to work with limited supervision. Cultural competence and experience working with Aboriginal People.

To apply for this role, email your resume and cover letter to the General Manager Jai Chandler.

Jai.Chandler@nntac.org.au

Closing date 6 March 2023