

Role Description

Senior Assessment Officer Native Title



Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning, Housing and Infrastructure
Division/Branch/Unit	Crown Lands and Public Spaces / Crown Lands
Role number	TBA
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511111
PCAT Code	1119192
Date of Approval	June 2024
Agency Website	https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure

Agency Overview

The Department of Planning, Housing and Infrastructure (DPHI) are building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Crown Lands and Public Spaces Group within DPHI includes Crown Lands, Aboriginal Outcomes, Cemeteries and Crematoria, Placemaking NSW, Greater Sydney Parklands and the Botanic Gardens of Sydney. The group has a collective responsibility for the stewardship of public lands, assets and special places across the state to provide public access, use and value, and improve quality of life for the people of NSW.

Primary purpose of the role

The Senior Assessment Officer Native Title undertakes a range of complex assessment activities related to the implementation of Indigenous Land Use Agreements including assessments against statutory criteria outlined in the section 36 of the Aboriginal Land Rights Act 1983. This work will assist to deliver lands back to native title holders and achieve government priorities and assist in the management of Crown land.

Key accountabilities

- Undertake complex and detailed assessments into claims under the *Aboriginal Land Rights Act 1983* ensuring recommendations are consistent with legislative requirements and relevant case law.
- Prepare and finalise high-quality and detailed documents including briefing notes, submissions and ministerial correspondence that are consistent with legislative requirements and meet the desired business outcomes of the Minister and Crown Lands Executive.
- Provide advice and support in relation to Crown land management and obligations in dealing with land subject to an Aboriginal Land Claim or Native Title claim / consent determination or ILUA.

- Undertake post assessment and determination processes to facilitate the transfer of land to Registered Native Title Prescribed Body Corporates.
- Examine the validity and relevance of evidence tendered asserting that land is not claimable and being satisfied that such evidence is of a sufficiently high standard to withstand the rigors of a Court appeal.
- Mentor the development of other staff members in understanding Crown land status and land claim assessments in respect of obligations under the criteria outlined in section 36 of the *Aboriginal Land Rights Act 1983*.

Key challenges

- Prioritising and managing assessments which have impacts on land transfers for native title holders with limited resources in a high-volume environment.
- Maintaining currency of knowledge on the application of the Native Title Act 1993 and the Aboriginal Land Rights Act 1983 for assessment and support provision.
- Ensuring all processes relating to native title and all assessments which impacts the content of a ILUA are in accordance with established procedures and as dictated by the *Native Title Act 1993 and the Aboriginal Land Right Act, 1983*.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Case load review and allocation of work • Review of submissions prepared and evidence gathered • Post determination actions
Crown Land Staff	<ul style="list-style-type: none"> • Gathering information and evidence regarding Aboriginal Land Claims which are relevant to the implementation of an ILUA.
Legal Branch	<ul style="list-style-type: none"> • Advice and guidance regarding claimability of Crown land
External	
Local Government Agencies	<ul style="list-style-type: none"> • Gathering information and evidence in relation to Aboriginal Land Claims • Presenting information updates on the Aboriginal Land Claims and impacts on the implementation of an ILUA process
Other Government Agencies	<ul style="list-style-type: none"> • Gathering information and evidence in relation to Aboriginal Land Claims • Providing guidance regarding appropriate evidence
Crown Solicitors Office	<ul style="list-style-type: none"> • Liaising and providing information for appealed Ministerial determinations
Members of the Public	<ul style="list-style-type: none"> • Gathering information and evidence in relation to Aboriginal Land Claims

Role dimensions

Decision making

- Determines and manages own work load and priorities
- Escalates critical issues as identified
- Develops and proposes solutions to complex problems
- Initiates and maintains communications with internal and external stakeholders

Reporting line

Manager Aboriginal Land Claims

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Detailed knowledge of, or ability to quickly acquire knowledge of the Native Title Act 1993 and experience in the evaluation of evidence against statutory criteria as interpreted by the courts and knowledge of the claim provisions of the *Aboriginal Land Rights Act 1983*.

Capabilities for the role


The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.



Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural indicators	Level
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour	Adept









Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	Intermediate
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Take responsibility for delivering high-quality customer-focused services Design processes and policies based on the customer's point of view and needs Understand and measure what is important to customers Use data and information to monitor and improve customer service delivery Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant customers within the community 	Adept
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others 	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> Identify the facts and type of data needed to understand a problem or explore an opportunity Research and analyse information to make recommendations based on relevant evidence Identify issues that may hinder the completion of tasks and find appropriate solutions Be willing to seek input from others and share own ideas to achieve best outcomes Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational