

Role Description

Native Title Project Officer



Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning, Housing and Infrastructure
Division/Branch/Unit	Crown Lands and Public Spaces / Crown Lands
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511112
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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) improves the liveability and prosperity of NSW. To achieve this, we:

- create vibrant, productive spaces and precincts;
- manage lands, assets and property effectively; and
- deliver affordable and diverse housing.

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 builds the cultural capability of our department to improve outcomes with, and for, Aboriginal people, communities, and entities.

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 Native Title Project Officer is responsible for facilitating a connected environment , acting as a conduit between Crown Lands and external stakeholders in the delivery of Native Title projects and program pieces of work.

The role coordinates and provides a range of administration and support activities which are culturally appropriate and in line with established project plans and objectives to achieve Government priorities in matters of Native Title and Indigenous Land Use Agreements (ILUAs) and the delivery of Native Title related projects.



Key accountabilities

- Administer to culturally appropriate liaison activities, acting as a conduit between Registered Native Title Body Corporates (RNTBCs), the local Aboriginal community, other interested stakeholders, and the Department to improve delivery of Native Title related projects and the Department's commitments in ILUAs.
- Provide advice, and assistance to the team in relation to issues relevant to the implementation of an ILUA, native title, land activation or management issues.
- Attend meetings and workshops, responding, in a timely manner to enquiries and issues and providing support by liaising with native title holders and claimants in various locations throughout NSW.
- Deliver a range of administrative and project support activities, including the preparation of documentation, project reviews and revision of plans and project strategies to assist in the delivery of obligations.
- Ensure management remains aware and briefed on legislation enabling consistency of management practices as they relate to regulations, standards and the law.
- Undertake accurate and timely data entry activities so the integrity of enquires, complaints and land information data are updated and accessible in response to information requests.
- Assist in the management of complex and sensitive cultural consultations, negotiations and planning with a wide range of internal and external stakeholders to keep projects, programs, and initiatives, on track and for timely decision making and informed regular reporting.
- Establish, maintain, and monitor productive stakeholder relationships through effective and regular communication, negotiation, and issues management.

Key challenges

- Providing accurate and timely advice given the interpretation of complex native title and land management legislation
- Developing and maintaining strong working relationships with a diverse range of stakeholders, with varied and competing needs, perspectives, and priorities.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive instructions and exchange information and advice. • Contribute to the delivery of appropriate information and key messages Identify emerging issues/risks and their implications and propose solutions that is culturally appropriate with Aboriginal communities.
Staff across DPHI	<ul style="list-style-type: none"> • Build relationships with internal clients to provide guidance about project initiatives and progress towards deadlines. • Assist in developing engagement initiatives that meet community and Department needs and ILUA progress reporting requirements. • Liaising with stakeholders and providing information.
Work Team	<ul style="list-style-type: none"> • Support team members and work collaboratively to contribute to achieving team and business outcomes. • Liaising with stakeholders and providing information.

Who	Why
External	
Other state and federal government agencies	<ul style="list-style-type: none"> • Liaising and sharing native title information and insight relating to Native Title and ILUAs as appropriate.
Native Title Holders/Claimants/RNTBC CEO, General Managers and the Board of Directors	<ul style="list-style-type: none"> • Inform, educate and provide support • Monitor, address and/or escalate requests. • Manage the flow of information, seek clarification and provide advice and responses. • Engage, consult and build relationships in the delivery of the project and resolution of any project issues.

Role dimensions

Decision making

- This role has autonomy and makes decisions under their direct control regarding day-to-day liaison and project allocated activities, referring to the manager issues and concerns that are likely to escalate, are sensitive in nature or require higher level management attention for resolution.
- Initiating and maintaining relationships and communications with internal, external, and key community stakeholders, determining appropriate strategies and scheduling face to face community visits for information sharing as required, in consultation with the manager and relevant key stakeholders.

Reporting line

Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Experience with interpretation of the *Aboriginal Land Rights Act 1983*, *Native Title Act 1993*, and the *Crown Land Management Act 2016*.
- Sensitivity to and understanding of Aboriginal Culture and an excellent understanding of Aboriginal community governance and structures.

Essential requirements

- Current drivers' license, with the willingness and ability to travel within NSW

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.

Focus capabilities

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 so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	Value Diversity and Inclusion Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<ul style="list-style-type: none"> • Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders • Demonstrate cultural sensitivity, and engage with and integrate the views of others • Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences • Recognise and adapt to individual abilities, differences and working styles • Support initiatives that create a safe and equitable workplace and culture in which differences are valued • Recognise and manage bias in interactions and decision making 	Adept



Capability group/sets	Capability name	Behavioural indicators	Level
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict 	Adept







Capability group/sets	Capability name	Behavioural indicators	Level
	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
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Take responsibility for own actions Be aware of delegations and act within authority levels Be aware of team goals and their impact on work tasks Follow safe work practices and take reasonable care of own and others' health and safety Escalate issues when these are identified Follow government and organisational record-keeping requirements 	Foundational
	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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate

Capability group/sets	Capability name	Description	Level
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational