

Role Description

Compliance 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
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511100
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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 Compliance Officer Native Title is responsible for coordinating and contributing to high level Native Title and Indigenous Land Use Agreement (ILUA) property management activities through the provision of administrative and project support, including inspecting, auditing and monitoring functions related to the use and occupation of Crown land, that is under a native title claim, a consent determination or an ILUA.



Key accountabilities

- Provide administrative support, including systems administration, general correspondence, preparation of reports, data entry, records and compliance data maintenance in relation to native title and ILUA determinations on Crown land
- Undertake risk assessment, analysis and interpretation of Crown land use and access information and databases to inform recommended courses of action to support the progression and consideration of Native Title issues
- Coordinate and participate in compliance activities, undertaking inspections to identify use and occupation that may be impact on native title rights and interests.
- Organise education and awareness activities to encourage voluntary compliance from tenure holders and other Crown land users in support of lawful and sustainable use of Crown land which is under Native Title claim and determinations.
- Provide advice to assist in ensuring the management of Crown land and its natural resources are considered in dealing with land subject to an Aboriginal Land Claim or Native Title claim / consent determination or ILUA.
- Research and analyse information to enable the delivery of advice and support which is culturally appropriate in dealing with the sensitivities of Aboriginal people and matters pertaining to the Native Title Act 1993
- Assist with the efficient and effective integration of compliance policy and strategy into implementable practices and procedures for the progression of native title and ILUA determination project related matters

Key challenges

- Maintaining Crown Lands' objectives in Native Title negotiations on complex Crown Land issues and suspected non-compliance.
- Working with a broad range of conflicting and competing priorities in a high workload and dynamic political environment.
- 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 relevant legislation

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned tasks and issues as they arise • Work with the Manager to formulate courses of action to resolve emerging issues
Staff and work teams	<ul style="list-style-type: none"> • Provide advice and support in resolving land management issues and maintenance of land information data. • Provide administrative support, accurate and timely advice related to compliance matters on Crown land as they relate to Native Title matters • Assist with the efficient and effective integration of compliance policy and strategy into implementable practices and procedures for the progression of native title and ILUA determination project related matters

Who	Why
External	
Clients / Stakeholders	<ul style="list-style-type: none"> Provide timely and accurate advice in the co-ordination of land management projects and dealing with complex Native Title Crown land issues.

Role dimensions

Decision making

- Provide advice on land management activities, including identified non-compliance, to assist in matters relating to Native Title and ILUA determinations on Crown land
- The role operates with some level of autonomy with respect their day-to-day operations and makes decisions within the limits of delegated authority.
- The role is accountable for the delivery of assigned work and is directed by its manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

Reporting line

Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Knowledge of, or ability to quickly acquire knowledge of the *Native Title Act 1993*, the *Aboriginal Land Rights Act 1983* and the *Crown Lands Management Act 2016*.

Essential requirements

- Current drivers licence with the willingness and ability to travel.

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 • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
	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

Capability group/sets	Capability name	Behavioural indicators	Level
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> • Understand the team and unit objectives and align operational activities accordingly • Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments 	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
	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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	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	Foundational
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational