

# Role Description

## Project Officer – Aboriginal Land Strategy



Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning, Housing and Infrastructure
Division/Branch/Unit	Crown Lands and Public Spaces / Crown Lands / Aboriginal Land Strategy
Location	Flexible
Classification/Grade/Band	Clerk Grade 7/8
Role Family <i>internal use only</i>	Bespoke/Projects & Programs/Deliver
ANZSCO Code	511111
PCAT Code	1119192
Date of Approval	May 2024 (updated from July 2023)
Agency Website	<a href="https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure">https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure</a>

### 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 Project Officer contributes to the implementation of the Crown Lands Aboriginal Land Strategy. The role has a primary function of leading the administration of land dealings with Aboriginal communities, either via the department's statutory responsibilities under the *Native Title Act 1993*, *Aboriginal Land Rights Act 1983* and the *Crown Land Management Act 2016*.

The secondary function of the role is to work collaboratively with Aboriginal communities to manage implementation projects associated with land dealings that assists Aboriginal communities to realise the outcomes and benefits of the asset.

### Key accountabilities

- Undertake complex land dealings associated with the Commonwealth *Native Title Act 1993*, and the NSW *Aboriginal Land Rights Act 1983* and comply with relevant policy and legislation and procedures associated with land dealings.

- Develop, manage and monitor the implementation of projects' activities in line with targeted timeframes
- Provide clear, accurate and concise material and written products and other aspects of project delivery for a variety of internal and external audiences
- Establish and maintain working relationships and networks with internal and external stakeholders and ensure effective communication of project
- Undertake a broad range of research, analysis, data interpretation, evaluation and benchmarking functions to inform decision making that contributes to effective policy development and delivery
- Prepare and finalise high-quality 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.

## Key challenges

- Manage the land dealings resulting in land being transferred out of the Crown Land estate to Aboriginal communities, i.e. Native Title Prescribed Body Corporates or Local Aboriginal Land Councils.
- Prioritising and managing land dealings with limited resources in a high-volume environment and undertake project management of high priority land implementation projects.
- Maintain awareness of stakeholder issues and attitudes relevant to licensing and conveyancing searches and working collaboratively with stakeholders to deliver project activities and facilitate adoption of agreed solutions and currency of knowledge in an environment where practices and procedures associated with the *Native Title Act 1993* and the *Aboriginal Land Rights Act 1983* are regularly changed through case law.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Seek guidance and deliver recommendations and advice in relation to the delivery of land dealings, projects and complex issues.</li> </ul>
Unit members and other staff	<ul style="list-style-type: none"> <li>• Collaborate through information flow, tasks and other inputs and activities to ensure efficient and effective implementation of agreed project tasks</li> <li>• Contribute to a team focussed culture.</li> </ul>
Crown Lands Staff	<ul style="list-style-type: none"> <li>• Collaborate to program delivery across multiple programs.</li> </ul>
Legal Branch	<ul style="list-style-type: none"> <li>• Seek and implement legal advice and guidance regarding Native Title and Aboriginal Land Rights Act implementation.</li> </ul>
<b>External</b>	
Project Stakeholders	<ul style="list-style-type: none"> <li>• Provide advice and information and ensure relevant interests and requirements are considered and addressed</li> <li>• Communicate on relevant issues and respond to concerns and/or complaints in a timely</li> <li>• Maintain targeted engagement stakeholders in relation to conveyancing requirements.</li> </ul>
Crown Solicitors Office	<ul style="list-style-type: none"> <li>• Liaise and provide information as required.</li> </ul>
Native Title Corporation, NSW Aboriginal Land Council, Land Registry Service	<ul style="list-style-type: none"> <li>• Maintain healthy relationships and exchange information, as required.</li> </ul>

## Role dimensions

### Decision making

- Sets own priorities to achieve deadlines and make day to day decisions in relation to work functions.
- Decisions are made within the limits of established policies and procedures. There is some discretion or authority to make day to day project decisions.
- Initial advice given to clients is provided within established policy and procedural guidelines, with complex or contentious issues referred to the supervisor/line manager.

### Reporting line

Manager

### Direct reports

Nil

### Budget/Expenditure

Nil

### Key knowledge and experience

- Extensive knowledge and understanding of conveyancing and the *Conveyancing Act 1919* and associated regulations and the *Real Property Act 1900*.
- Understanding of the *Aboriginal Land Rights Act 1983*, *Native Title Act 1993*, and the *Crown Land Management Act 2016*.

### Essential requirements

- Current driver's licence with a 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
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
 <p>Relationships</p>	<p><b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
 <p>Relationships</p>	<p><b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate








Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Relationships</p>	<p><b>Work Collaboratively</b> Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate
 <p>Results</p>	<p><b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> <li>• Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>• Research and analyse information to make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>• Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>• Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>	Intermediate
 <p>Results</p>	<p><b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
 <p>Business Enablers</p>	<p><b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Use available technology to improve individual performance and effectiveness</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies</li> </ul>	Intermediate


Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>Identify and consult stakeholders to inform the project strategy</li> <li>Communicate the project's objectives and its expected benefits</li> <li>Monitor the completion of project milestones against goals and take necessary action</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>	Adept

### 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
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	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

Capability group/sets	Capability name	Description	Level
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational