

Role Description

Native Title Development and Resource Officer



Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning, Housing and Infrastructure
Division/Branch/Unit	Crown Lands and Public Spaces / Crown Lands
Role number	Various
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511112
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) is 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 Native Title Development and Resource Officer provides expert technical advice and support regarding native title and Indigenous Land Use Agreements (ILUAs), determinations, implementation, and compliance to ensure the consistency in the development of programs, educational products, guidelines, projects, procedures, and agreements that relate to native title. It also undertakes ongoing analysis of and research in business areas of Native Title and ILUA development and commitments to stay contemporary as a trusted point of education and knowledge build for staff and relevant stakeholders.

Key accountabilities

- Assist in the development and maintenance of educational products and services in Crown Land which can be used by other Departmental staff, native title holders, Aboriginal communities, and relevant stakeholders to ensure the delivery of Native Title and ILUA related program milestones and objectives.
- Contribute to the development of policies, strategies and programs that balance complex and multiple issues with sensitivity to relationships with native title holders and claimants, resource requirements, and service delivery impacts.

- Undertake research and the analysis of 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*.
- Where required, assisting in the management of complex and sensitive cultural consultations, negotiations and planning with a wide range of internal and external stakeholders to ensure programs and initiatives are on track for timely decisions and for informed and regular reporting.
- Prepare documents including reports, briefing and discussion papers, correspondence, submissions, and advice to report on project and program milestones in a culturally appropriate and informative way.
- Participate as an active member in meetings to provide information and assist in the identification of areas that require additional support and / or resource to address barriers affecting the timely progression and consideration of Native Title issues.

Key challenges

- Providing professional expertise and support to relevant stakeholders to enhance their knowledge and skills in relation to all aspects of Native Title and in particular to implement ILUAs.
- Developing relevant guidelines, information kits and other resources to support a wide variety of stakeholders in relation to native title determinations and the implementation of ILUAs in a timely manner and which is culturally appropriate to native title holders.
- Maintaining the workflow and administration of tasks, during high volume periods, balancing delivery of day-to-day priorities with longer term project and program requirements.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, programs, issues and priorities. • Provide advice and contribute to decision making relating to programs and cultural aspects. • Identify emerging issues/risks and their implications and propose solutions that are culturally appropriate. • Assist with planning effective internal, cross agency and other stakeholder information and joint management planning activities.
Other Staff	<ul style="list-style-type: none"> • Provide information and act as a trusted resource for project and program activities. • Works collaboratively to contribute to and achieve project and program outcomes.
External	
Stakeholders, representatives of government and industry groups	<ul style="list-style-type: none"> • Provide advice and support on program related matters. • Report and provide updates on project and program progress on a regular basis. • Engage, consult and build relationships with Local Aboriginal Land Councils, Aboriginal communities and key stakeholders in the application of Native Title and ILUA related areas.

Role dimensions

Decision making

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

- Understanding of the *Native Title Act 1993* and the *Aboriginal Land Rights Act 1983*

Essential requirements

- Current drivers licence with a willingness and the 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.





Capability group/sets	Capability name	Behavioural indicators	Level
	<p>Act with Integrity</p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<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
	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<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
	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<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
	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<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






Capability group/sets	Capability name	Behavioural indicators	Level
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	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
	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

Capability group/sets	Capability name	Description	Level
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	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	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate