Thalanyji
Buurabalayji Thalanyji
Aboriginal Corporation RNTBC

# POSITION DESCRIPTION: On-Country Coordinator

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|---|---|---|---|
| Classification | | Reports to | Native Title Coordinator |
| Hours | 38 Hours | Probation | 6 months |
| Location | Onslow | | |
| Special Conditions | This position is on country and resident in Onslow for 9 months of the year; throughout the survey season from March to November. | | |
| Award | Social, Community, Aged and Disability Services<br>Subsidised housing is provided. | | |

## Introduction

Buurabalayji Thalanyji Aboriginal Corporation (BTAC) (also known as Thalanyji or Thalanyji Aboriginal Corporation) is the registered native title body corporate for the Thalanyji People. On 18 September 2008, native title was awarded over 11,120 square kilometres of land in the West Pilbara, including Onslow.

BTAC is registered with the Office of the Registrar of Indigenous Corporations (ORIC) and has offices in Onslow and Perth.

| **Vision** | **Purpose** |
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| Thalanyji People dream of a future where our identity remains strong, we are increasingly self-reliant and in charge of our own destiny, and we can all lead secure and comfortable lives. | BTAC's purpose is to manage the native title of Thalanyji People and enable the social, economic, and cultural development of its members. |

## Position Objective

In collaboration with and reporting to the Native Title team, you will co-ordinate the field work on Thalanyji determination lands. You will live on site in Onslow for the survey season between March and November.

You will supervise and manage the survey season in accordance with timelines and schedules established under agreements with companies wishing to survey land for the purposes of mining or establishing works on Thalanyji lands.

Monitor heritage compliance obligations arising from a range of sources including the Aboriginal Heritage Act WA (1972), heritage approvals and BTAC Native Title and Heritage Agreements.

## Position Responsibilities

Duties and responsibilities include, but are not limited to:

1. **Coordination of Cultural, Heritage and other Surveys**
    - Coordinate traditional owner survey teams;
    - Monitor the implementation and compliance of Indigenous Land Use and other agreements;

- Monitor the implementation and compliance of other land access and heritage agreements;
- Liaise with mining companies, independent consultations and service providers;
- Assist in the coordination of Heritage and Culture Committees, including liaising with committee members, preparation of agendas, compliance summaries and reports; and
- Manage logistics for implementation and other meetings.

2. **Other matters relating to the protection of Thalanyji Native Title and Cultural Heritage**
   - Coordinate key cultural and heritage projects;
   - Liaise with and assist Thalanyji Heritage and Cultural Advisors and other relevant service providers as required;
   - Assist in the development of systems to enable the long-term management and storage of cultural and heritage information;
   - Coordination of other environmental, heritage or cultural matters as required; and
   - Managing processes around Thalanyji Publication requests.

3. **Participation as a member of the Heritage and Culture Team**
   - Attend and contribute to Implementation and Compliance Team meetings;
   - Participate in other projects as required;
   - Report regularly to the Native Title Co-ordinator; and
   - Periodic travel to the Perth.

## Key Performance Indicators

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| Form relationships with traditional owners, key stakeholders and BTAC Staff | Positive & Productive |
| Co-ordination of survey teams | Successful |
| Monitor and co-ordinate GIS Mapping functions | High Level |
| Effectively co-ordinate cultural and heritage advisors | High Capacity |
| Participation in project teams and as a member of the Heritage and Culture team; | At all times |
| Standard of verbal and written communication | High level |

## Essential Selection Criteria

- Familiarity with the Native Title Act 1993 (Cth), the Mining Act 1978 (WA) and other relevant legislation.
- A working knowledge of the Aboriginal Heritage Act 1972 (WA)
- Extensive field experience and impeccable safety record. Experience in a similar role including working with teams of traditional owner groups, in remote locations.
- High level of interpersonal skills with demonstrated ability to work positively with internal and external stakeholders from diverse backgrounds.
- Developed administrative and computer skills Microsoft Office suite and spatial software (Arc GIS or similar) and demonstrated ability to learn new software applications quickly.

- Ability to travel in regional and remote areas of the Pilbara.

**Desirable:**

- qualification in archaeology, anthropology, project management or related discipline
- An understanding of the cultural, social and economic circumstances of Aboriginal and remote communities.

**Mandatory:**

- 'C' Class Drivers Licence & 4WD Experience.
- Capacity to obtain a Working with Children's Check and Police Clearance.
- Remote First Aid qualifications.
- Fully vaccinated against COVID 19

**Position Description Confirmation and Acknowledgement**

By signing the 'Employment Acceptance Statement' in your Letter of Offer, you are agreeing to the Position Description attached to your Offer.

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| Name of Employee: | Signature of Employee: | date |
| CEO:<br>Mrs Veronica Rodenburg | Signature of CEO: | date |