



Anangu Pitjantjatjara Yankunytjatjara

A.B.N. 77 261 612 162

PMB 227 Umuwa via Alice Springs NT 0872

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Website: www.anangu.com.au

JOB DESCRIPTION

Job Title: Work

Unit:

Responsible to:

Supervises:

Location: Term:

Salary:

Mining and Petroleum Tenement Officer

Mining and Petroleum

APY General Manager

Minerals and Petroleum Liaison Officer

Umuwa Anangu Pitjantjatjara Yankunytjatjara (APY) Lands,

South Australia One-year full time appointment (with opportunity for extension)

\$65,000 –\$90,000 (in line with *Social, Community, Home Care and Disability Services Award, Level 4 to Level 6*).

POSITION OBJECTIVE

Ensure exploration, mining and petroleum related projects on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands comply with the *Anangu Pitjantjatjara Yankunytjatjara Land Rights (SA) Act 1981*. Provide high-level administration and coordination of minerals exploration licences, mining, Geological Survey of South Australia and/or petroleum projects, including professional advice to APY management.

Key Responsibilities

1. Effectively administer and coordinate exploration, mining and/or petroleum licence applications, agreements and projects on the APY Lands in compliance with the *Anangu Pitjantjatjara Yankunytjatjara Land Rights (SA) Act 1981*.
2. Provide advice and ensure effective implementation of the terms of exploration, mining and/or petroleum agreements.
3. In close collaboration with APY Anthropology consult with Anangu traditional owners and community members regarding current and proposed exploration, mining and/or petroleum related activities on the APY Lands. Seek direction, record Anangu traditional owner instructions and in conjunction with APY Anthropology support disbursement of mining funds.
4. Facilitate engagement between the APY Executive, Board and industry to help obtain Deeds of Exploration in a timely manner.
5. Assist with organising and conducting meetings of traditional owners anywhere on APY Lands and on other lands where Anangu may have a traditional interest - including arranging interpreting at meetings. Assist with negotiation of exploration, mining and/or petroleum agreements and maintain relevant documentation and files.
6. Liaise with relevant South Australian government departments and advise on exploration licence or mineral lease applications that are approved for grant by

Anangu.

7. Maintain effective working relationships with mining, petroleum and other relevant stakeholders.
8. Provide regular submissions and reports to APY Management on minerals exploration, mining and petroleum activities on the APY Lands.
9. Liaise with relevant APY Units such as Land Management and the Pastoral Enterprise regarding aligned activities as relate to mining and petroleum activities.
10. A willingness to undertake training with government Minerals and Energy regulatory agencies (MER), on issues related to mining, exploration and petroleum or other matters as relevant or identified through enacting the role.
11. Assist Mineral and Energy Resources (MER) government agencies liaise with APY in relation to Geological Survey of South Australia activities for geoscientific research within the region.
12. Identify opportunities to provide APY residents and the body corporate exploration, mining or geoscience information and data as part of education, response to information requests and/or building the capacity within APY Lands.
13. Identify an APY candidate in addition to the formal role, to build their capacity through mentoring, education and collaboration for participation in the Minerals and Petroleum Liaison Officer role, for future skill enhancement and employment opportunity.
14. Identify potential APY employment and contracting opportunities related to mining and petroleum, and learning requirements arising from possible exploration or resource development activities in the region. Liaise with government agencies to progress and facilitate successful outcomes or opportunities for such matters in consultation with the APY General Manager.
15. Provide a vital contact point between mineral and petroleum companies and traditional owners.
16. Provide an ongoing link with approved mineral and petroleum companies to ensure communication is maintained and any issues of concern are readily addressed.

Working relationships

- Reports to, and receives direction from the APY General Manager.
- Works in close collaboration with other APY staff.
- Works closely with traditional owners of Aboriginal land and residents of Aboriginal communities.
- Maintains effective working relationships with Government and Non-government service providers on the APY Lands and Minerals and Energy Resources (MER) personnel.
- Brief reporting to be provided to APY Executive and Mineral Resources Division (MRD) regarding but not limited to trips conducted within APY Lands and outcomes of such, works progress, any feedback on potential training or learning,

information sharing opportunities, or challenges on no less than 6 monthly timeframes.

- Annual reporting to MER from APY Executive on position outcomes and effectiveness.
 - Once per year the liaison officer will meet face to face with government Minerals and Energy Resources (MER) delegates to discuss the role, reporting feedback provided on the role from the APY Executive and stakeholders, and any other matters.
- An annual funding report will be submitted via the APY Executive to MRD on expenditure of MER funding, outstanding funds for possible carry-over (pending MER approval), outcomes achieved including key activities, a summary of successful deeds of exploration, any opportunities for training or information needs, challenges to delivering the role successfully and the status of current exploration and/or mining related negotiations with the APY Executive and Board, community and Manager Stakeholder Engagement and Anthropology team.

Monitoring and compliance duties

- Work Health & Safety Act (Cwth) 2011.
- Anti-Discrimination and Privacy Legislation.
- APY Policies and Procedures.
- APY Code of Conduct
- Monitor compliance with terms and conditions of exploration and mining agreements.
- Compliance with relevant legislation.

Selection Criteria

Essential:

1. Demonstrated ability in project planning and management, including effective completion of projects on time, to budget under minimal supervision.
2. A working knowledge and understanding of the exploration and mining sectors.
3. Demonstrated aptitude for community-based planning and engagement.
4. High level written communication skills and competency in the use of computer software packages including Microsoft Office and familiarity with GIS programs.
5. Highly developed interpersonal skills with an ability to communicate effectively, including consulting, liaising, negotiating, and facilitating meetings with Aboriginal people, as well as with staff, consultants and external organisations.
6. Current Australian driving licence Class C, and the ability to operate a 4WD vehicle safely in remote localities, or the capacity to acquire the necessary skills.
7. Knowledge of Australian Indigenous culture and society and issues affecting Aboriginal people in contemporary Australia. Experience working with Aboriginal people in remote areas will be highly regarded
8. Appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20Kg as necessary.

Desirable:

1. Qualifications Certificate 4 level or degree level in geology, resource management, environment or related discipline.
2. Past experience in exploration, mining or petroleum liaison or works.
3. Knowledge of relevant legislation and the operating environment of APY.
4. Demonstrated aptitude for other languages or familiarity and experience with Pitjantjatjara or Yankunytjatjara would be an advantage (or willingness to attend a language course).

Special Conditions

- APY is a 'dry' area where alcohol is prohibited.
- Eligibility to claim special tax zone rebate.
- A fully serviced 4WD vehicle is provided for regular and extensive work travel across the APY Lands.
- Some out of hours work may be required including overnight stays in communities and bush camping.
- Salary sacrifice options.
- Relocation assistance and repatriation.
- District Allowance.
- Annual Airfares for ongoing employees.
- Opportunity to complete a language course to receive a further language allowance for ongoing employees.
- 6 weeks Annual Leave, and
- Fully furnished accommodation at minimal rent.

Aboriginal people are encouraged to apply

To apply for this position please forward your CV and address the Selection Criteria to: Employment office.

Closing date for applications: TBC

Further Information

1. For further information please visit APY website at:
<http://www.anangu.com.au/>
2. Contact Employment office on 07 33302555 or via email at