

## DUTY STATEMENT

<b>Job Title:</b>	Anthropologist
<b>Classification Level:</b>	Level 3/4 (depending on experience)
<b>Location:</b>	Perth (and in the field as required)
<b>Position Status:</b>	Full Time
<b>Reports to:</b>	Senior Anthropologist / Manager

### Your Role

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In order to fulfil our mission, pursue our vision and in accordance with our values, the **Anthropologist** is required to:

1. Assist in the delivery of services to Central Desert's clients:
  - (a) by organising, undertaking, and reporting on the outcomes of:
    - (i) field based cultural heritage surveys; and
    - (ii) other similar field-based activity; and
  - (b) assisting in the collection, collation, storage and distribution of our clients' cultural knowledge and information.
  - (c) Undertake both desktop and field anthropological research and appropriately report the outcomes of that research.
2. **Other**
  - (a) Participate in all team meetings as required;
  - (b) Participate in annual performance reviews and professional development, as required;
  - (c) Adhere to all office policies and procedures; and
  - (d) Other duties as directed by the Senior Anthropologist/Manager.

## **Your Duties**

### **3. Assist in the delivery of services to Central Desert's clients:**

- (a) by organising, undertaking, and reporting on the outcomes of:**
  - (i) field based cultural heritage surveys; and**
  - (ii) other similar field-based activity; and**
- (b) assisting in the collection, collation, storage and distribution of our clients' cultural knowledge and information.**

#### *Cultural heritage surveys and related matters*

- (c) Liaise with internal and external stakeholders including Central Desert staff, native title claimants, native title holders, exploration/mining companies, other land-users and heritage consultants to ensure the timely progress of the cultural heritage components of land access agreements.
- (d) Coordinate the physical, administrative, and logistical (including workplace health and safety) aspects of organising, implementing and reporting on cultural heritage surveys and other similar field based activity either for internal Central Desert staff or external consultants in accordance with Central Desert's obligations as agent for its clients under land access agreements.
- (e) Ensure relevant Central Desert staff and external heritage consultants are aware of and comply with heritage survey reporting requirements including timeliness.
- (f) Coordinate the review of external heritage consultants' reports and any reports compiled by Central Desert staff to ensure compliance.
- (g) Client cultural information
- (h) Ensure that the collection, collation, storage and distribution of our clients' cultural knowledge and information is delivered:
  - (i) in accordance with the instructions of our clients; and
  - (j) in a coordinated, timely and efficient manner.
- (k) On an as required basis undertake field research and provide and/or assist with anthropological research for native title claims, compensation

claims and heritage matters working with traditional Owners, native title holders and relevant Central Desert staff.

- (l) Provide research support to external consultants briefed in relation to native title claims and other projects.
- (m) Write reports to support the anthropological aspects of native title and compensation claims.
- (n) Provide written advice to Central Desert's clients on genealogical queries as requested.
- (o) Other:
- (p) Participate in:
  - (q) all team meetings as required; and
  - (r) annual performance reviews and professional development, as required.
- (s) Contribute to the organisation's strategic planning processes.
- (t) Adhere to all office policies and procedures; and
- (u) Other duties as directed by the Senior Anthropologist/Manager.

## **SELECTION CRITERIA**

### **Essential qualifications, skills and experience**

1. Demonstrated ability to communicate effectively and sensitively with Aboriginal People.
2. Excellent written and verbal communication skills.
3. Demonstrated ability to work independently with limited direction.
4. High-level time management and organisational skills.
5. Ability to engage effectively in multi-disciplinary teams.
6. A demonstrated commitment to teamwork.

### **Desirable qualifications, skills and experience**

1. Tertiary qualification in Anthropology or the like.
2. Familiarity with the *Native title Act* 1993 (Cth) and other relevant cultural



## CENTRAL DESERT NATIVE TITLE SERVICES

heritage legislation.

3. An understanding of the cultural, social, economic and political issues affecting Aboriginal People generally and native title issues in particular.