

Position Description Form			
Position Title:	Policy Officer	Location:	Perth, Melbourne or remote
Reports To:	Director	Direct Reports:	N/A
Salary	\$90,000 - \$110,000 per annum		

Role Purpose

The Policy Officer will work under the supervision of a Senior Policy Officer and will play an important role in project work, including but not limited to national legislative and policy reform to the native title and Prescribed Body Corporate (PBC) sectors, and project work relating to native title agreements, PBCs and investment and the implementation of Free, Prior and Informed Consent (FPIC) into the native title sector.

The successful candidate will have a degree in law, policy, economics, Indigenous Studies or a related discipline.

Aboriginal and/or Torres Strait Islander candidates are strongly urged to apply.

Who We Are

Working in a dynamic sector, the National Native Title Council (NNTC) is the peak body for the native title sector. Our members are made up of the Traditional Owners of Australia's lands, waters and resources, and their representative bodies. Through the native title system, we advocate for the rights and interests of all First Nations people.

We support First Nations peoples' right to true self-determination – their right to speak for and manage their own Country, to govern their own communities, to participate fully in decision-making and to self-determine their own social and economic development.

www.nntc.com.au

Typical Duties & Responsibilities

	Duties and Responsibilities
Operational	<ul style="list-style-type: none"> Supports the NNTC advocacy strategies across a broad range of First Nations rights to lands, waters and resources. Works with senior staff to develop policy strategies, campaigns, and communication tools utilising multimedia techniques. Assist in researching and drafting submissions, briefs, reports, background papers, correspondence, online materials, and other documents as required. Assist in the preparation of various project materials, including written reports and briefs and materials for workshops and forums. Work collaboratively with other NNTC staff across Australia in the areas of policy and law reform, NNTC events and developing other resources for the specific stream.
Stakeholder Management	<ul style="list-style-type: none"> Engage in meaningful and culturally appropriate ways with a range of stakeholders, including NNTC members, First Nations, government, academic and private sector partners. Working and liaising with First Nations organisations, communities and/or people, and building strong working relationships
Other Duties	<ul style="list-style-type: none"> Other duties as directed.

Qualifications and Experience

Experience	<ul style="list-style-type: none">• Some experience in native title/cultural heritage process, law or practice, and in the development of native title/cultural heritage policy.• Some experience working within the native title/cultural heritage sector and or related sectors.• Experience working with First Nations organisations, communities and/or peoples.• The ability to communicate sensitively and effectively with First Nations peoples and organisations.
Skills/ Ability & Knowledge	<ul style="list-style-type: none">• Excellent interpersonal and communication skills, both oral and written.• Ability to support projects on policy design and development.• High level of organisation and ability to work independently.• Demonstrated ability to research and produce project materials.• Availability to travel domestically, including remote travel at times.
Qualifications/ Licenses	<ul style="list-style-type: none">• Any relevant qualification (desirable)