



## Senior Future Act Officer - Level 5 (IR080008)

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<b>Group:</b>	Resource and Environmental Regulation	<b>Location:</b>	East Perth - Mineral House
<b>Division/Directorate:</b>	Resource Tenure	<b>Supervises:</b>	0
<b>Branch:</b>	Resource Access	<b>Reports to:</b>	Team Leader Future Acts
<b>Section:</b>	NA		

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### Operational Context

Within the Resource and Environmental Regulation Group the Resource Tenure Division is responsible for administering the granting of tenure for resource exploration and production, and facilitates access to land for resource activities.

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### Role Overview

This position represents the government, and provides specific advice in relation to negotiations and multi-party mediation conferences over the grant of resource tenures on land subject to native title.

### Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

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### Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Represent the Department in the "future acts" right to negotiate procedures to progress resource tenure applications as required under the provisions of the (Cth) Native Title Act 1993 including:
    - Engaging with all parties relevant to a negotiation to maintain consistent and fair procedures.
    - Prepares and supervise s35 Native Title Act (NTA) determination applications and associated chronology of evidence if required for lodgement at the National Native Title Tribunal.
  - Contributes to the development of policy and procedures in regard to the negotiation process and land access agreements.
  - Contributes to the development of the negotiation protocol and the dissemination of information about the protocol for the public mining industry and State Government.
  - Provides input into progressing Native Title approvals including project co-ordination and negotiation with stakeholders.
  - Prepares reports minutes and other documents as appropriate.
  - Maintains contact with relevant organisations including native title parties involved with the mining industry.
  - Undertakes travel and work in remote areas as required.
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### Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
  - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
  - Performs other duties as directed.
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## **Role Specific Requirements**

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in interpreting and applying policy and legislation in a regulatory environment.
- Demonstrated negotiation, mediation and conflict resolution skills.

## **Expected Leadership Behaviours**

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.
- **Embody The Spirit of Public Service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
- **Build Capability** - You lead development and focus on processes and activities in your team and domain of expertise.
- **Deliver on High Leverage Areas** - You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
- **Think Through Complexity** - You are confident in making decisions, seeking guidance from others as necessary.
- **Dynamically Sense The Environment** - You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.

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### **This position reports to:**

Team Leader Future Acts

Position No: MP150010      Classification: L6

### **Positions reporting to this Role:**

This position has no direct reports

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### **Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- The holder of this position exercises delegated statutory powers
- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check
- C or C-A Drivers Licence or capability for independent travel

### **Approved Date**

17-MAR-2026