

Job Description Form

Position Details

Position Title: Coordinator Native Title and Agreements	Position Number: DBCA3112709	Level: Level 7
Division: Parks and Visitor Services	Branch: Aboriginal Partnerships	Section: Native Title
Employment Agreement: PSA 1992, PSCA 2024	Location: Kensington or other location by negotiation	Effective Date: 21 May 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

Integrity



Commitment to knowing and doing what is right

Collaboration



Commitment to team, partnership and the support of others

Accountability



Commitment to being transparent, taking ownership and personal responsibility

Respect



Commitment to the respect of people, culture and place

Excellence



Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Manager Aboriginal Partnerships	Level/Grade L8	⇐	Position title	Level / Grade
↑			Coordinator Joint and Cooperative Management	L7
Responsible to			Coordinator Native Title and Agreements	L7
This position			Coordinator Aboriginal Ranger Program	L7
↑			Coordinator Aboriginal Heritage	L7

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Senior Project Officer	L6	4
Project Officer	L5	1

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About the Role

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

- Coordinate and lead the Department of Biodiversity, Conservation and Attractions' participation in native title matters, including leading negotiations and reviews of Indigenous Land Use Agreements (ILUAs), and representing the department in whole-of-government native title compensation processes, as required.
- Coordinate the development of policies, strategies and supporting frameworks relating to native title, in accordance with the *Conservation and Land Management Act 1984* (CALM Act), the *Biodiversity Conservation Act 2016* (BC Act), the *Native Title Act 1993* (NT Act), and associated regulations.
- Provide authoritative advice and lead complex strategic projects to resolve legal and policy issues affecting the department's responsibilities for the conservation estate, including matters with whole-of-government implications.
- Initiate, develop and implement strategic initiatives consistent with the department's strategic directions and State Government priorities relating to native title and land management.
- Lead and participate in internal and inter-departmental forums and negotiations on native title matters, representing DBCA interests on issues affecting the management, use and tenure of the conservation estate.
- Provide specialist advice and guidance to regional staff, business units and senior officers on native title, ILUAs, compensation frameworks and the application of relevant land management legislation.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities

Policy and Project Coordination (60%)

1. Coordinate and lead the department's participation in native title matters, representing DBCA as required in negotiations, reviews of ILUAs, and whole-of-government native title compensation processes.
2. Prepare and coordinate policies, strategies and supporting frameworks, and provide advice relating to native title, in accordance with relevant State and Commonwealth legislation.
3. Coordinate and provide input into the drafting and review of ILUAs, management plans and other documents and processes required to facilitate native title outcomes affecting the conservation estate.
4. Provide specialist advice to senior staff and other agencies on native title matters affecting the management, use and tenure of the conservation estate.
5. Draft correspondence and briefing material for the Director, Director General and the Minister for Environment on native title matters.

Liaison, Negotiation and Engagement (35%)

6. Facilitate consultation and liaison in relation to native title with Aboriginal representative bodies and communities, and internal and external stakeholders, including other government agencies.

Other (5%)

7. Undertake other duties as required.

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Selection Criteria

Applicants should address the following five criteria. These should be addressed in no more than three pages in total.

1. Extensive experience in, and knowledge of, native title and land management processes and legislation, including the *Native Title Act 1993 (NT Act)*, *Conservation and Land Management Act 1984 (CALM Act)*, and the *Biodiversity Conservation Act 2016 (BC Act)*.
2. Demonstrated experience in the interpretation and application of legislation and legal advice relating to conservation, land management and native title.
3. Extensive experience working with Government agencies and Aboriginal representative bodies and communities, demonstrating well-developed cross-cultural communication, negotiation and facilitation skills.
4. Extensive experience communicating, liaising and negotiating complex issues at a range of levels, including in inter-agency and whole-of-government forums, to facilitate outcomes.
5. Demonstrated experience in the development and implementation of policy, strategies and supporting frameworks, particularly in a native title or land management context.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

6. Highly developed interpersonal skills, including a demonstrated ability to lead and contribute effectively within multi-disciplinary and multicultural teams.
7. Highly developed written and oral communication skills, including the ability to prepare high-quality briefs, correspondence and reports, and to use computer software for document preparation and analysis.
8. Demonstrated commitment to the application of Equal Employment Opportunity (EEO) principles.
9. Current Australian Driver's Licence or equivalent.
10. Post-graduate qualifications in a relevant discipline (such as anthropology and/or law) or demonstrated equivalent professional competence (desirable).

Behaviour Expectations


[Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#)

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Other position-related information

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1FTE
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 21 May 2026