



## Assistant Project Officer - Level 3 (MIS22218)

---

<b>Group:</b>	Resource and Environmental Regulation	<b>Location:</b>	Mineral House - East Perth
<b>Division/Directorate:</b>	Resource Tenure	<b>Supervises:</b>	0
<b>Branch:</b>	Resource Tenure	<b>Reports to:</b>	Team Leader
<b>Section:</b>	Tenure Area 2		

---

### 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.

### Role Overview

This position provides support to the Project Officer Title and Case Management to monitor negotiations, and provides administrative support to help facilitate negotiations between stakeholders to achieve agreements to issue valid titles for mining activities. In addition, the Assistant Project Officer receives and processes applications for mining tenements, dealings and other applications under the Mining Act 1978 and other Acts relating to mineral tenure.

---

### Role Responsibilities

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

- Monitors the progress of negotiations from the perspective of all parties as appropriate.
- Provides administrative support to the Project Officers in negotiation matters.
- Assists the Project Officers to prepare mediation referrals to the National Native Title Tribunal and all associated correspondence.
- Assists Project Officers to prepare section 35 NTA determination applications and with negotiation in good faith chronology.
- Maintains file records for all correspondence and answers general enquiries on native title matters and on relevant policies and procedures.
- Organises participates and takes minutes at meetings as appropriate.
- Receives and processes applications for mining tenements dealings and other applications under the Mining Act 1978 various State Agreements and other Acts relating to mineral tenure.
- Maintains the Future Act Native Title Management and mineral title information systems databases.
- Maintains a client focus by ensuring that our customer needs are resolved in a professional and timely manner.

---

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health 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.

---

### Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Experience in the provision of administrative and clerical support together with experience in providing a client/customer service.
- Proven organisational and time management skills including the demonstrated ability to work independently and as part of a team.
- Ability to understand and apply relevant legislation.

---

## **Capabilities Required**

(The following outlines the behaviours required to be demonstrated to perform this role)

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Listens and asks questions to ensure understanding, checks own communication has been understood.

---

## **This position reports to:**

Team Leader

Position No: MP130012      Classification: L6

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

This position has no direct reports

---

## **Position Conditions:**

(The following outlines pre-employment assessments and ongoing conditions and requirements)

- The holder of this position exercises delegated statutory powers
- National Police Check

## **Approved Date**

07-NOV-2022