

# JOB ROLE STATEMENT

## NATIVE TITLE AND LAND ASSEMBLY MANAGER LEVEL 7

DIRECTORATE FINANCE AND COMMERCIAL SERVICES  
BRANCH PROPERTY MANAGEMENT

POSITION NO P0071268

### KEY RESPONSIBILITIES KEY DELIVERIES

#### Native Title

- Manage and co-ordinate matters impacted by the *Native Title Act 1993* (NTA) Across Transport portfolio infrastructure projects and associated works.
- Liaise with Project Planners/Directors/Managers and Regional Officers on early engagement and communication strategies.
- Manage the negotiation and preparation of Indigenous Land Use Agreements (ILUAs) and other Agreements.
- Lead the preparation of Budget and Compensation submission to the Budget Committee, ERC and Cabinet.
- Manage the preparation of formal documentation to satisfy compliance with the legal requirements of the *Land Administration Act 1997* (LAA) and the NTA for land access and native title related matters.
- Develop policy and procedures to ensure compliance with the legal requirements for Native Title Future Acts for Transport projects.

#### Land Assembly Management

- Manage the co-ordination of complex Land Assembly activities for transport related projects and provide land access and land tenure advice to Project Managers and other parties.

#### Contract Management

- Engage and manage specialist technical consultants and contractors to assist in the determination of land requirements and preparation of specific documentation to facilitate land acquisition and land assembly for Transport projects.
- Prepare tender and contract documents for the engagement of specialist technical resources.

#### Leadership and Management

- Participate in the preparation of Branch policy and strategy.
- Contribute to the development of policy, standards, procedures and processes for land access, native title and land assembly matters.
- Provide leadership and mentor Land Assembly Officers and other TPLPS staff on Native Title, land access, land tenure and land assembly matters.
- Collaborate with the Agencies, Regions and relevant Directorates to ensure compliance with required project timeframes and objectives.
- Contribute to maintaining the integrity of Corporate and Branch systems and data by ensuring the timely and accurate entry of data relevant to land.

#### Stakeholder Relationships

- Consult with State and Local Government and private industry on Native Title, land access, land tenure and land assembly matters.
- Consult and negotiate at all levels with external stakeholders and Native Title holders and their representatives.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern Regions, including the metropolitan area. The incumbent position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL  
PRINCIPAL LAND TENURE MANAGER

LEVEL 4  
SPECIFIED CALLING

POSITION NO  
P0056698

## NATIVE TITLE AND LAND ASSEMBLY MANAGER LEVEL 7

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

**ALL POSITIONS UNDER CONTROL**

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Land Assembly Manager (x3)	LEVEL 6	Salaried, Wages	3
Land Assembly Officer	LEVEL 5		1
Land Assembly Officer	LEVEL 4		1
<b>TOTAL</b>			<b>5</b>

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

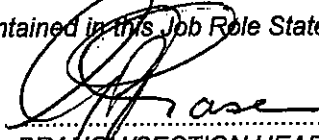
- Comprehensive skill, knowledge and experience in:
  - land development processes and the application of relevant legislation
  - application of Native Title legislation in land access and land administration matters
  - Managing employee behaviour, performance and development
  - project and contract management
  - negotiation and facilitation
  - building and enhancing stakeholder relationships
- Knowledge of:
  - relevant Land IT systems including Geographic Information Systems (GIS) and title searching
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

**DESIRABLE:**

- A Degree or Diploma in a relevant or related discipline.

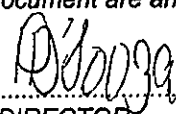
**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.
 

SIGNATURE  .....

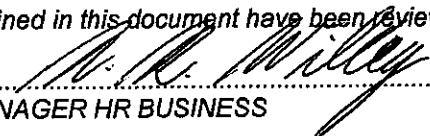
BRANCH/SECTION HEAD

DATE 13/APR '23
2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.
 

SIGNATURE  .....

EXECUTIVE DIRECTOR

DATE 13/04/2023
3. The details contained in this document have been reviewed and conform to Main Roads guidelines.
 

SIGNATURE  .....

MANAGER HR BUSINESS

DATE 14/4/23