



# Job Description Form

## Lead Negotiator, Level 8 (DPC24023)

<b>Directorate:</b>	Aboriginal Engagement	<b>Reports to:</b>	Executive Director, Native Title
<b>Branch/Section:</b>	Native Title Unit	<b>Supervises:</b>	Nil
<b>Location:</b>	Perth Metro		

### **Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.


### **Our values, *Leadership, Connection and Impact*, underpin the way we work.**

The Native Title team within the Aboriginal Engagement Directorate is responsible for leading and coordinating whole-of-Government native title negotiation, implementation and policy activities to promote positive social, economic, cultural and community outcomes for Traditional Owners in Western Australia. The work of the team includes instructing on native title matters in the Federal Court, negotiating native title settlements and related agreements, providing policy advice on native title issues and developing statewide native title policy, as well as managing government actions required to implement comprehensive native title agreements. The team's work involves direct engagement with native title groups and other Aboriginal communities and organisations and close collaboration with a range of WA Government agencies.

### **About the Role and Responsibilities**

The role is responsible for leading and coordinating negotiations relating to native title and other related Government approvals and decisions. The role requires building productive working relationships with key stakeholders, in particular Aboriginal people and communities and key line agencies. It also manages resources, reports on progress, mitigates risks and conducts process improvements to deliver planned outcomes; as well as representing the Department at relevant intergovernmental and community working groups, meetings and negotiations.

You enjoy leading a team to support the design, development and engagement of stakeholders for high priority projects to achieve the best possible results. You are a strategic thinker, and have a



passion for using research to shape and influence the department's strategic direction to align with government priorities.

The Lead Negotiator Native Title supports the Government's policy reform agenda and achieves better social and economic outcomes for Aboriginal policy by:

- Leading and coordinating negotiations relating to native title and other related Government approvals and decisions;
- Providing strategic, evidence-based advice to the Executive Director Native Title, Deputy Director General, Director General, Minister and Premier;
- Building productive working relationships with key stakeholders, in particular Aboriginal people and communities and key line agencies;
- Managing competing agendas and conflicts proactively, constructively and collaboratively;
- Facilitating understanding of the Government's policy reform agenda on Aboriginal affairs and native title.
- Taking account of wider policy drivers, the political environment, initiatives and emerging risks;
- Translating organisational strategy and policy into operational goals, engage others and encourage their contribution, and clearly communicate expected outcomes;
- Managing resources, reporting on progress, mitigating risks and conducting process improvements to deliver planned outcomes; and
- Representing the Department at relevant intergovernmental and community working groups, meetings and negotiations.

### Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- 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 provisions of the Work Health and Safety Act 2020
- Undertakes other duties as required.

### Work Related Capabilities (Selection Criteria)

**Occupants for this role need to show the capacity** to lead and coordinate negotiations for the State on matters relating to native title to support the Government's policy reform agenda and improve the social and economic outcomes of Aboriginal people.

**Occupants for this role also need to show they can demonstrate the following behaviours in accordance with the Public Sector Commission Leadership Expectations Framework:**

#### Shapes and Manages strategy

Thinks strategically and understands the Department's objectives and aligns operational activities accordingly. Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints. Provides direction to others regarding the purpose and importance of their work.

#### Achieves results

Remains flexible and responsive to change in requirements. Sees projects through to completion, monitoring project progress and adjusting plans as required. Values specialist expertise and



capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.

**Builds productive relationships**

Effectively builds and sustains relationships with a network of key people at senior levels both internally and externally. Anticipates and is responsive to internal and external client needs. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.

**Exemplifies personal integrity and self-awareness**

Provides impartial and forthright advice, challenges important issues constructively and can defend own position when challenged. Acknowledges mistakes and learns from them and seeks guidance and advice when required. Adopts a principled approach and adheres to public sector values and Code of Conduct. Operates as an effective representative of the Department in public and internal forums.

**Communicates and influences effectively**

Confidently presents messages in a clear, concise and articulate manner. Selects the most appropriate medium for conveying information and structures written and verbal communication to ensure clarity.

**Cultural competency**

Demonstrates excellent understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples and ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

You must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

**Certification**

**Authorising Signature:**

**People Services:**

**Date:**

**Date:**