



Anangu Pitjantjatjara Yankunytjatjara

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Mining and Petroleum Tenement Officer - Umuwa

JOB DESCRIPTION

Position	Mining and Petroleum Tenement Officer
Position statement	Ensure exploration, mining and petroleum related projects on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands comply with the Anangu Pitjantjatjara Yankunytjatjara Land Rights (SA) Act 1981. Provide high-level administration and coordination of minerals exploration licences, mining, Geological Survey of South Australia and/or petroleum projects, including professional advice to management.
Responsible to	General Manager and the Director of Administration
Award Classification	\$ 65,000 to \$ 90,000
Essential Requirements	<ul style="list-style-type: none"> • Diploma or degree level in geology or equivalent mining qualification; • Proven experience and working understanding of the exploration and mining sectors; • Demonstrated ability in community-based planning and engagement with a focus on project planning and management, including effective completion of projects on time, to budget with minimal supervision; • High level of written communication skills and competency in the use of computer software packages including Microsoft Office, excel and familiarity with GIS programs. • Highly developed interpersonal skills with an ability to communicate effectively, including consulting, liaising, negotiating, and facilitating meetings with Aboriginal people, as well as with staff, consultants and external organisations. • Current Australian driving license Class C, and the ability to operate a 4WD vehicle safely in remote localities, or the capacity to acquire the necessary skills. • Appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20Kg as necessary.
Desirable	<ul style="list-style-type: none"> • Degree or post graduate degree level in geology, resource management, social science or related discipline; • Proven ability to work with Aboriginal people who speak English as a second language in a remote setting; • Demonstrated aptitude for other languages or familiarity and experience with Pitjantjatjara or Yankunytjatjara (or willingness to attend a language course); • Knowledge of Australian Indigenous culture and society and issues affecting Aboriginal people in contemporary Australia; • Knowledge of relevant legislation and the operating environment of APY. • Knowledge of Aboriginal and Torres Strait Islander Heritage and Protection Act 1984, Knowledge of Aboriginal Heritage Act 1988 (SA); and • Anangu Pitjantjatjara Yankunytjatjara Land Rights Act.

Role and Responsibility	<p>Development and implementation of an effective tenement management in synchronization with the APY Land Rights Act, with a focus on:</p> <ul style="list-style-type: none"> • Engaging, mentoring and supporting staff and community members in all aspects of the Tenement Management and mining exploration business; • Develop and maintain effective working relationships with Traditional Owners and Mining Stakeholders; • Effectively administer and coordinate exploration, mining and/or petroleum license applications on the APY Lands in compliance with the Anangu Pitjantjatjara Yankunytjatjara Land Rights (SA) Act 1981. • Provide advice and ensure effective implementation of the terms of exploration, mining and/or petroleum agreements; • Administer the distribution of mining funds in accordance with agreed and APY Executive Board endorsed processes; • Assist with organising and conducting meetings of traditional owners where required on APY Lands with the assistance of Anthropology team; • In accordance with the instructions of the APY Executive liaise with relevant South Australian government departments and advise on mining exploration licence applications that are approved for grant by Anangu; • Provide regular submissions and reports to Management on minerals exploration, mining and petroleum activities on the APY Lands; and • Assist Mineral and Energy Resources (MER) government agencies liaise with APY in relation to Geological Survey of South Australia activities for geoscientific research within the region.
Accountabilities	<p>The Mining and Petroleum Tenement Officer is accountable to the General Manager and the Director of Administration.</p> <ul style="list-style-type: none"> • Regularly reports to, and receives direction from the APY General Manager • Works in close collaboration with other APY staff; • Works closely with traditional owners of Aboriginal land and residents of Aboriginal communities with interests in mining exploration; • Maintains effective working relationships with Government and Non-government service providers on the APY Lands. • Brief reporting to be provided to APY Executive and Mineral Resources Division (MRD) regarding but not limited to trips conducted within APY Lands and outcomes of such, any feedback on potential training or learning, information sharing opportunities, on no less than 6 monthly timeframes. • Once per year the Minerals and Energy Resources (MER) delegates report to the APY Executive and get feedback on the effectiveness of the position. • An annual funding report to be submitted via the APY Executive to MRD on expenditure of the funding, outstanding funds for possible carry-over (pending MER approval), outcomes achieved including key activities, a summary of successful deeds of exploration, any opportunities for training or information needs, challenges to delivering the role successfully and the status of current exploration and/or mining related negotiations with the APY Executive Board, community and anthropology team.
Delegation	<ul style="list-style-type: none"> • You must be aware of and comply with the APY Financial delegation schedule. You will be required to successfully complete the Financial Manual Training; • You have no identified delegation under the APY Land Rights Act, 1981.
Qualifications, Education and Experience	<ul style="list-style-type: none"> • Diploma, Degree or post graduate degree level in geology, resource management, social science or related discipline. • Experienced managing and working with Remote English Second Language Aboriginal people.