



Job Title:	Project Officer – Major Projects	Position No:	R54
Group:	Land and Law	Service Area/Section:	Legal
Classification Level:	Administration Officer (ASO5)		
Reports to:	Project Coordinator – Major Projects	Direct Reports:	N/A
Location:	Darwin or Katherine	Date Approved:	February 2025
Special Measures	Prioritised Aboriginal or Torres Strait Islander position		

POSITION OVERVIEW

This position will assist the coordination of community engagement activities for Major Projects from the Borroloola Barkly region to Darwin with a primary focus on the SunCable Project. The role includes supporting the facilitation of local community and stakeholder engagement, assisting with the delivery of community consultations and providing high quality logistic and administrative support to the Project Coordinator and staff working on the SunCable Project.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Under the direction of the Project Coordinator work closely with the multi-disciplinary team of Lawyers, Anthropologist and consultants to facilitate effective consultation processes in relation to Major Projects within the NLC's region, in particular the SunCable Project.
- Assist with the coordination of community consultations and meeting logistics for Major Projects from the Barkly Region to Darwin. Provide high level administration and project operational support in the following key areas:
 - a. work with the Project Coordinator to complete timely cost estimates and logistic plans for future consultation meetings;
 - b. assist with the completion of meeting notifications, meeting registers, attendance lists, and compiling notes and reports;
 - c. assist the Project Coordinator with purchasing in relation to office operations and community consultations (includes processing travel requests, ordering catering and maintaining stock and storage of equipment, booking accommodation, venue hire);
 - d. maintain Regional Meeting System effectively, ensuring that key information is updated in a timely manner (e.g. Meeting Notices, Notification Register, Venue Booking, Logistics Plan, Cost estimates, and Attendance Lists); and
 - e. maintain asset registers.
- Assist with the preparation for negotiations between Aboriginal traditional owners, Aboriginal groups and third parties interested in development activities on Aboriginal land in the relevant regions.
- Assist the NLC's multi-disciplinary teams seeking instructions from Traditional Owners, Native Title Holders and other Aboriginal groups relating to the use and management of their land, as required under the Aboriginal Land Rights (NT) Act 1976 (ARLA) and the Native Title Act 1993.
- Provide accurate and timely advice to the Project Coordinator on issues affecting the region, including natural, social, economic and political environment. This includes identifying and assisting to manage critical issues.
- Attend and participate in all meetings and activities connected with the SunCable Project.
- Ensure that all NLC vehicles, trailers and equipment are used appropriately, after use they are returned clean and tidy, maintained in an operational condition and stored properly.



- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum Diploma level qualification in a related field including logistics, safety, business administration or project management.
- Minimum of two (2) years relevant practical experience in a similar role.
- Preparedness to travel to attend and support meetings and other remote fieldwork approximately 2 weeks in each month.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Sound cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Sound writing skills and the ability to produce clear, concise and informative documents to suit a range of purposes and audiences.
- Basic financial literacy in regards to budget adherence, the ability to implement and abide by set processes and procedures and demonstrated ability to maintain confidentiality sensitive information.
- Proficient IT Skills (including MS Office) and systems (Database Management systems) or an ability to rapidly acquire knowledge of such systems.
- Possession of a “C” class drivers licence and the ability to safely operate 4WD vehicles.

DESIRABLE REQUIREMENTS

- Possession of a “MR” class drivers licence and the ability to safely drive buses and medium-sized trucks.