



Position Title:	Community Planning & Development Program Coordinator	Position No:	CD02 and CD10
Group:	Land & Law	Service Area:	Community Planning and Development
Classification Level:	Senior Officers (Grade B)	Location:	Darwin or Katherine
Reports to:	Community Planning and Development Manager	Direct Reports:	4x CP&D Project Officers 1x CP&D Project Support Officer

POSITION OVERVIEW

The Community Planning & Development Program Coordinator is primarily responsible for the application of the NLC's Community Planning and Development (CP&D) Framework, with particular emphasis on the coordination and leading of a small team working with Traditional Owner (T/O) groups that have resolved to apply their income and/or resources to social, cultural, environmental and economic initiatives that generate lasting community benefit.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to CP&D's service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction within the CP&D unit.
- Lead, motivate, develop, and empower team members to deliver in accordance with the CP&D program's priorities and objectives, within a framework that drives accountability and achievement.
- Ensure your team have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain collaborative relationships with Traditional Owners (TOs) to support the NLC TO centric relationship model and section deliverables. Build and maintain relationships with all relevant government agencies and other internal and external stakeholders to ensure compliant and effective delivery of section service deliverables.
- Actively assist and implement any change agendas and continuous improvement as informed and required in order to facilitate ongoing stakeholder commitment to outcomes.
- Assist with advocacy activities and where possible or relevant identify and report on opportunities for grants, partnerships and collaboration.

SECTION OPERATIONS

- Contribute to the continuous improvement of the CP&D Program through the implementation of the NLC's CP&D Framework.
- Facilitate the development of locally appropriate governance arrangements and build the governance capacity of T/O groups to determine the application of their funds for maximum community benefit.
- Facilitate processes that enable T/O groups to participate in the CP&D Program and/or to allocate their land use income to address immediate and longer-term social, cultural, environmental and economic issues and aspirations in order to generate broad and sustainable community benefits.



- Provide quality project coordination for relevant CP&D projects at all stages of the project lifecycle (initiation, feasibility, planning, execution and closure) whilst ensuring projects are consistent with the Council resolutions and are underpinned by the Aboriginal Land Rights Act (NT) 1976.
- Contribute to the development, implementation and continuous improvement of the NLC's CP&D Program Monitoring and Evaluation Framework to ensure its effectiveness.
- Lead, coordinate and monitor the Sections operational service outcomes and performance in accordance with operational plans and other business requirements.
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to support section and staff performance to standards required.
- Ensure your team are adhering to all relevant compliance, governance, legislative and budgetary requirements within their operational delivery.
- Assist with the completion of reporting requirements in relation to statutory obligations and other external /internal reporting requirements and timeframes.
- Drive and implement regional action plans within the section to support the achievement of NLC strategic priorities and direction.

PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
 - recruitment of vacant positions in the section
 - the performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
 - the rostering of resources, timesheets and leave approval
 - actively supporting relevant Learning and Development activities to enhance the service delivery of your team.
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies.

WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff.
- Maintain your team's compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified in a timely manner.
- Promote and support organisational work health and safety initiatives.

Our Land, Our Sea, Our Life

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Bachelor's Degree in community development or equivalent professional experience or a combination of relevant training/qualifications and experience.
- Minimum of two (2) years leadership experience.
- Experience working in an Aboriginal and/or international development context, preferably involving capacity building, governance or participatory planning.
- Highly developed research and communication skills including the capacity to prepare clear and concise reports, submissions, policy and briefing documents, official correspondence, and make oral and written representations to diverse stakeholder groups.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships.
- Demonstrated skills in advocacy, negotiation, consultation, conflict resolution and liaison with constituents, community organisations, industry groups and government departments.
- Proven skills in high level project management and delivery.
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs
- Demonstrated experience in the supervision and management of a small team.
- Current drivers licence and willingness to work and travel in remote locations.

DESIRABLE REQUIREMENTS

- A sound knowledge of the Northern Land Council and the context in which it operates, and the capacity to meet statutory requirements with regard to consultation with Aboriginal constituents on community development needs and aspirations.
- Specific industry-focused experience (such as social enterprise development, tourism, conservation and land management, construction, education or arts and recreation)

Date Approved: February 2025