



<b>Job Title:</b>	<b>Senior Policy and Advocacy Officer</b>	<b>Position No:</b>	<b>DS49</b>
<b>Group:</b>	<b>Governance, Strategy and Communications</b>	<b>Service Area/Section:</b>	<b>Strategy and Advocacy</b>
<b>Classification Level:</b>	<b>Senior Officer Grade B (SOGB)</b>		
<b>Reports to:</b>	<b>Strategy and Advocacy Manager</b>	<b>Direct Reports:</b>	<b>DS09 Policy &amp; Advocacy Officer DS08 Policy Officer DS47 Policy &amp; Advocacy Officer</b>
<b>Location:</b>	<b>Darwin</b>	<b>Date Approved:</b>	<b>April 2025</b>

## POSITION OVERVIEW

The position is responsible for coordinating the development of evidence-based policy advice and advocating for Legislative and policy reform to improve outcomes for Traditional Owners (TOs) and other Aboriginal people in the Northern Land Council's (NLC's) region. This position will engage with Government agencies and other stakeholders to promote the rights, interests and aspirations of our constituents in the areas of environmental, water, economic strategy and social policy.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Lead by example and demonstrate commitment to the units' 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 with the section.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area priorities, and section area objectives, within a framework that drives accountability and achievement.
- Ensure unit leaders and the service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

### STAKEHOLDER ENGAGEMENT

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) 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 stakeholder to ensure compliant and effective delivery of unit service deliverables.
- Actively assist and implement any authorised operational change in order to facilitate ongoing stakeholder commitment to outcomes.

### UNIT OPERATIONS

- Supervise policy and advocacy officers to ensure development of effective evidence-based policy advice for the Chief Executive Officer, the Chairperson, and Full Council on relevant issues.
- Undertake research and develop policy positions, submissions, reports and discussion papers on relevant issues for various audiences.
- Represent the NLC on appropriate committees and working groups, and engage with government officers and other stakeholders on policy related matters as required.



- Support traditional Aboriginal owners and native title holders to represent and protect their rights and interests in policy, law reform and delivery of Government services and programs.
- Provide advice to the NLC CEO and Full Council on policy related water matters
- Provide advice, capacity building and a secretariat function for the NLC's Water Committee
- Raise issues and influence policy in critical areas of interest including agriculture, pastoral, mining, tourism, carbon economy, homelands and essential services, water rights and security, remote housing and infrastructure like road, bridges and communications.
- Advocate for better protection of heritage areas, sacred sites and permits for access to Aboriginal Land, water and sea country.
- Provide responsive customer service to NLC constituents and the general public across the NLC regions.
- Assist with the completion of reporting requirements in relation to your Service Areas statutory obligations and other external / internal reporting requirements and timeframes.
- Maintain unit associated administrative and record keepings task to standard.
- 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.
- Lead, coordinate and monitor the units operational service outcomes and performance in accordance with operational plans and requirements.
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to support unit and staff performance to standards required.
- Ensure all team members are adhering to all relevant compliance, governance, legislative and organisational requirements and standards.
- Maintain unit associated administrative and record keepings task to standard.

### **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 people centred care and leadership framework.
- Maintain unit 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 timely manner.
- Promote and support organisational work health and safety initiatives



# Our Land, Our Sea, Our Life

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Bachelor level qualifications in Environmental Science, Law, Economics, Social Sciences or relevant qualification.
- Minimum of four (4) years' experience in policy analysis, research and development, and a demonstrated ability to successfully advocate for change.
- A high level of cross-cultural competency, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, and external stakeholders) to build productive working relationships.
- Demonstrated cultural competence, with an ability to communicate and engage sensitively and effectively with Aboriginal people.
- Sound ICT literacy and the ability to use a variety of systems including database management systems, including TRIM or an ability to rapidly acquire knowledge for such systems
- Effective time management and organisational skills, with the ability to manage multiple tasks and meet competing deadlines.
- A current drivers' licence, with the ability and willingness to undertake remote travel in a manual 4wd vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth.) and the *Native Title Act 1993* (Cth.)