



Position Title:	Regional Coordinator – Jabiru	Position No:	R103
Group:	Regional Development	Service Area/Section:	Regional Office Network / West Arnhem
Classification Level:	Senior Officer Grade C (SOGC)		
Reports to:	Regional Manager West Arnhem	Direct Reports:	Administrative Office team Project Officer
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		
Location:	Jabiru	Date Approved:	April 2025

POSITION OVERVIEW

The Regional Coordinator is responsible for supporting the delivery of strategic objectives of the Northern Land Council (NLC) as relevant to the West Arnhem Regions. This position requires oversight and coordination of the Jabiru regional office team and associated operational logistics support, coordination of community consultations, meeting logistics and the supervision of the staff.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to the West Arnhem Regional Network 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 Jabiru regional program and network priorities, and operational unit objectives, within a framework that drives accountability and achievement.
- Ensure the Jabiru office 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 and effective relationships with Traditional Owners (TO) to support the NLC TO centric relationship model and regional deliverables.
- Develop and maintain professional effective professional working relationships with Regional Council Members.
- 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.

UNIT OPERATIONS

- Lead, coordinate and monitor the units operational regional service delivery outcomes and performance in accordance with operational plans and requirements.
- Assist the Regional Manager, West Arnhem to facilitate the effective implementation of NLC projects and programs within the West Arnhem region, including Kakadu.
- Oversee the planning and coordination of meeting logistics and negotiations between Traditional Owners (TOs), Aboriginal groups and other stakeholders interested in exploration or development activities on Aboriginal land within the West Arnhem region. the Jabiru office staff are performing to the standards required.



- Manage the delivery of logistical support to ensure the effective execution of activities within the region, ranging from the scheduling of meetings, planning and safe delivery of events, including staffing, vehicles and equipment, Stock control with equipment and stores, travel, payments, venue preparation, catering, accommodation and meeting facilitation.
- Prepare clear, concise and informative documentation such as internal briefs and reports on matters relevant to the West Arnhem regional activities
- Assist in the management and review of Regional Office and meeting budgets.
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to ensure the Jabiru office staff are performing to the standards required.
- Ensure all team members are adhering to all relevant customer service, compliance, governance, legislative and organisational requirements and standards.
- Ensure all unit associated administrative and record keepings task are maintained 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 in accordance with our Building the Bush strategic direction.

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

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum of three (3) years' relevant working experience in a similar role or function.
- Previous experience in supervising a small team.
- A current NT C class driver's licence with significant experience driving 4WD vehicles.
- Current Senior First Aid Certificate, or the ability to rapidly acquire.
- Significant demonstrated knowledge, understanding and respect of Indigenous Australian culture, customs and society and the ability to gain and maintain credibility with Aboriginal and/or Torres Strait Islander people, communities and organisations to ensure all work produced and undertaken is culturally safe and appropriate.
- Excellent organisational, time management and problem-solving skills with the ability to quickly identify, work through and resolve logistical issues or problems to ensure meetings and projects are delivered successfully on time and within budget.
- Demonstrated proficiency in standard business administration functions such as business and customer communication, reporting, budget monitoring
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs

DESIRABLE REQUIREMENTS

- 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.)
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Relevant tertiary qualification.