



Job Title:	Manager Media & Communications	Position No:	DS03
Group:	Governance, Strategy and Communications	Service Area	Media and Communications
Classification Level:	Management (Service Area)		
Reports to:	Governance, Strategy and Communications General Manager	Direct Reports:	Media and Communications Team
Special Measures:	<i>No - Not Applicable</i>		
Location:	Darwin	Date Approved:	April 2025

POSITION OVERVIEW

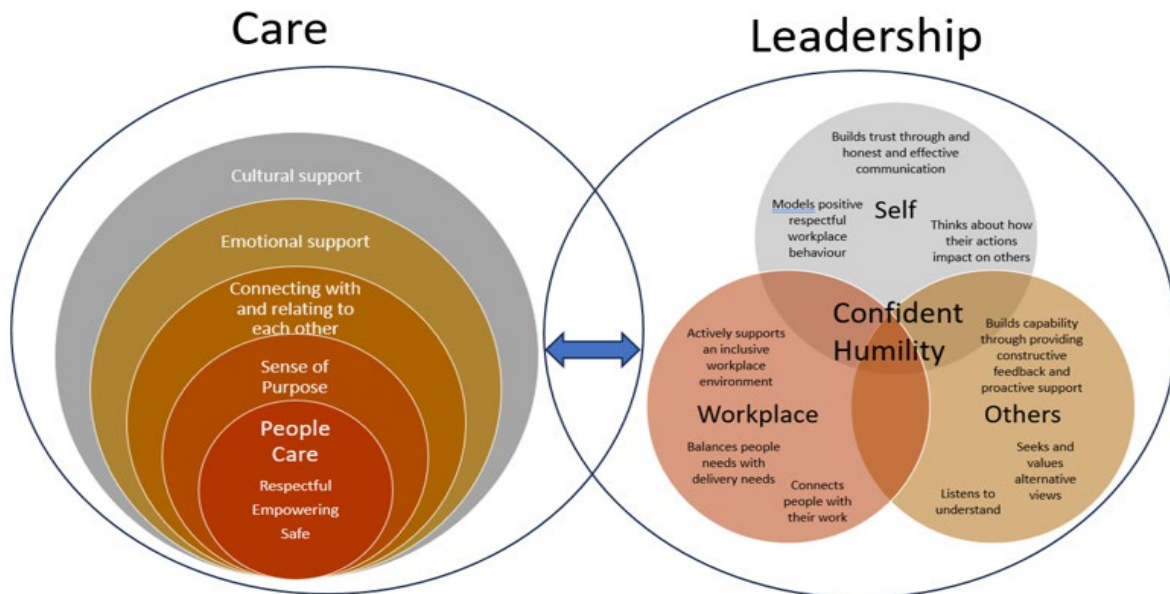
The Manager Media and Communications is accountable for providing leadership to a small team to enhance a positive work environment and deliver high quality outputs in line with our organisational service requirements. As a Service Area Manager this position will ensure that NLC media produces high quality content and effective engagement with media outlets. Content will advance advocacy for issues and celebrate successes of Aboriginal people within our region. This position plays a pivotal role in developing and implementing a revised NLC Media and Communications strategy, that supports our strategic objectives as we transition towards Activating Land and Sea Rights and deliver of the strategy over the coming years. The position is responsible for providing strategic media advice to the CEO, Chair and internal service areas to ensure media and communication activities are targeted and effective.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example as a motivating force in NLC's representative role, advocacy role and our statutory functions and drive delivery on the NLC's vision, mission, values and strategic priorities relevant to the Service Area deliverables.
- 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 across the Service Area.
- Lead, motivate, develop, and empowers the defined Service Area Section / Unit teams to achieve NLC strategic priorities, organisational and service area objectives, within a framework that drives accountability and achievement.
- Ensures Section / Unit leaders have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

People Centred



STRATEGY

- Continue to review and assess service areas in order to identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement, implementing approved strategies to ensure the NLC is optimally leveraging opportunities and implementing best practice policies and procedures in accordance with our statutory function.
- Develop time bound action-oriented implementation plans for the Media & Communications team to ensure deliverables are met.
- In conjunction with section / unit leaders develop time bound, action-oriented implementation plans across the Service Area to ensure the achievement of the stated strategic priorities and direction.
- Actively support integration and innovation of strategic planning across the organisation and to foster a spirit of cooperation and mutual support between operational areas in the pursuit of NLC service outcomes.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS and ADVOCACY

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model where applicable within your service remit.
- Build and maintain relationships with all relevant key stakeholders (including) government agencies to ensure compliant and effective delivery of the strategic and other benefits of service area funding received.
- Actively assist and implement any change agendas and continuous improvement; informed by the views of the Council, constituents and the SMT proactively facilitating ongoing stakeholder commitment to objectives and implementation plans.
- Participate in advocacy activities and proactively identify opportunities for grants, partnerships and collaborations that would benefit the Service Area and our outcomes for our constituents.

SERVICE DELIVERY

- Oversee and ensure the effective, compliant and performance-based service delivery of the following Units and or functions: -
 - Identify Section Areas/Units
 - Provide details of Sections/Units/ or SME functions



- Ensure all sections / unit's teams are adhering to all relevant compliance, governance, legislative, business and budgetary requirements within their remit.
- Complete all reporting requirements in relation to your Service Areas statutory obligations and other external / internal reporting are delivered to standard within required timeframes.
- Manage and monitor the Service Areas operational and financial performance and report accordingly.
- Assist with attaining and adhering to any obligations arising from the enterprise risk management framework.
- Oversee the review and subsequent development, implementation and maintenance of policies and procedures to maintain effective and efficient service delivery and business continuity.

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 and using best practice methodologies and pathways across the Service Area.
- Maintain accountability and responsibility for:
 - recruitment of leadership and other critical positions within the team
 - the performance management of direct reports in accordance with the position requirements, NLC's organisational objectives
 - nurturing and developing talent, business continuity plans and workforce succession planning
 - actively supporting relevant Learning and development activities to enhance the service delivery of your team
- Champion and drive 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 both our staff and constituents embracing our people centred care and leadership framework.
- Maintain Service Area compliance with, 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 review and investigate critical as well as non-critical incidents and other hazards or risks identified in a responsible and timely manner and support organisational initiatives.

Our Land, Our Sea, Our Life



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Bachelor of Marketing and Media or equivalent other relevant qualification and / or experience
- Minimum of three (3) years' relevant experience in a leadership role
- Outstanding written communication skills (demonstrated experience with copywriting, editing and proof reading).
- Pro-activity, a can-do approach and a passion for media relations and creating media stories will be key to your success.
- The ability to achieve results in a fast-paced environment and deliver, as well as juggle multiple projects will form part of your daily routine
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- A current NT drivers' licence.

DESIRABLE REQUIREMENTS

- Sound understanding of the political sensitivities relevant to the environment we operate in.