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| Job Title: | Community Planning and Development Manager | | | Position No: | CD01 |
| Group: | Land and Sea | Service Area | Community Planning & Development | | |
| Classification Level: | Management – Service Area | | | | |
| Reports to: | General Manager, Land and Sea Management | Direct Reports: | Program Coordinators (x2) Senior Governance and Planning Project Officers (x2) Admin Officer Monitoring and Evaluation Officer | | |
| Special Measures: | Priority Consideration Aboriginal and/or Torres Strait Islander Position | | | | |
| Location: | Darwin | | | Date Approved: | May 2025 |

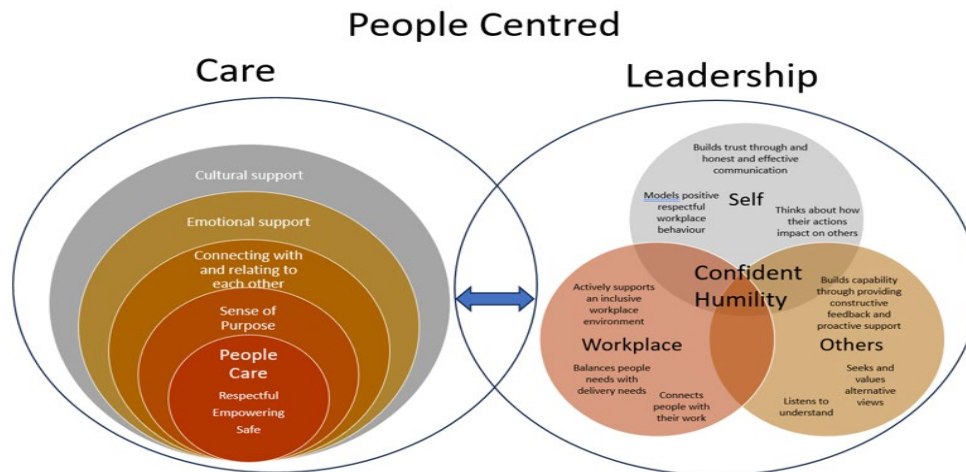
POSITION OVERVIEW

The Community Planning & Development (CP&D) Manager provides strategic and operational leadership to grow the NLC's CP&D program while ensuring continuous improvement in the quality of service delivery. The position is accountable for the implementation of strategies to expand the reach of the program and to maximise access to sustainable social, cultural, environmental and economic benefits for our constituents. The CP&D Manager is responsible for ensuring best practice in program strategy, participatory planning, transparent financial governance and program-wide accountability.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Provide leadership on the sustainable governance of benefits, including guidance on the NLC's policies regarding benefits distribution, dispute resolution, engagement with corporations and the NLC's approach to negotiating benefit agreements.
- 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 team to achieve NLC strategic priorities, organisational and service area objectives, within a framework that drives accountability and achievement.
- Ensures team members have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.



STRATEGY

- Drive the implementation of the CP&D Strategic Plan (2020-2025) and CP&D Framework (2022 – 2026) and future strategic planning in line with NLC priorities.
- Continue to review and assess service delivery under the CP&D Strategic Plan and, based on monitoring and evaluation (M&E) recommendations, identify new strategies, initiatives, and innovative courses of action.
- Actively support CP&D integration across the organisation 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 Aboriginal Owners (TOs) 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 improvements, proactively facilitating ongoing commitment to the service area objectives and our stakeholders.
- Participate in advocacy activities and proactively identify opportunities for grants, partnerships and collaborations that would benefit the Service Area and generate outcomes for our constituents.

SERVICE DELIVERY

- Develop and refine operational strategies to ensure the strategic growth of the program and to ensure delivery of program objectives.
- Oversee and ensure the effective, compliant and performance-based service delivery across Community Projects, Agreement Negotiations & Governance and Program Support teams.
- Maximise local Aboriginal participation within all levels of the program, in line with the CP&D Framework and M&E recommendations.
- Ensure participatory community development approaches across the NLC functions, including in the negotiation of large-scale benefit agreements.
- In conjunction with Section leads, develop time bound, action-oriented implementation plans across the Service Area to ensure the achievement of strategic priorities and direction.
- Ensure all team members are adhering to all relevant compliance, governance, legislative, business and budgetary requirements within their team deliverables
- Complete all reporting requirements in relation to the Service Areas statutory obligations and other external / internal reporting are delivered to standard within required timeframes.



- 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 and 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
- 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 '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

- A minimum of five (5) years' experience in project management in a community context.
- A minimum of three (3) years' senior operational leadership and supervisory experience.
- Experience working in a culturally responsive way within an Aboriginal and/or international development context, preferably involving capacity building, self-determination and/or participatory planning.
- Excellent understanding of governance and decision-making systems, corporate governance, negotiations and agreement-making.
- Sound negotiation skills, including the ability to attract funding and third-party support
- High level networking and advocacy skills to achieve strategic outcomes.
- Excellent technical understanding of approaches to feasibility, research, planning and project management.
- Extensive experience in overseeing contract delivery and risk management.

DESIRABLE REQUIREMENTS

- A Degree in a relevant discipline such as law; community development; project management; or financial governance.
- Knowledge of the cultural, political, economic and social issues affecting Aboriginal people in the Northern Territory.
- Knowledge of the Northern Land Council and the context in which it operates.
- Understanding of best practice approaches to social impact assessments.
- Experience in the successful management and/or mediation of disputes.
- Experience in social enterprise development.