



Job Title:	Policy and Advocacy Officer	Position No:	DS09
Department:	Governance, Strategy and Communications	Service Area/Section:	Strategy and Advocacy
Classification Level:	Senior Professional Officer (SPO)		
Reports to:	Senior Policy and Advocacy	Direct Reports:	Nil
Location	Darwin	Approved	8.05.2025

POSITION OVERVIEW

The position is responsible for developing evidence-based policy advice and advocating for legislative and policy reform to improve outcomes for Aboriginal people in the Northern Land Council's (NLC's) region. This includes engaging with Government agencies and other stakeholders to promote the rights, interests and aspirations of Aboriginal people, and may have a focus on environmental and water issues, economic development, or social policy.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- In collaboration with the Manager, develop 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.
- Raise awareness of the interests of Aboriginal people through effective communication.
- Liaise with other branches within the NLC in the coordination of interdisciplinary projects and policy development, and represent the branch on inter-branch projects.
- 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.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Bachelors qualifications in Environmental Science, Law, Economics, Social Sciences or relevant equivalent 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, traditional owners and external organisation) to build productive working relationships
- Demonstrated cultural competence, with an ability to communicate and engage sensitively and effectively with Aboriginal people.
- Sound computer literacy skills in Microsoft Office 365.
- A current NT drivers' licence.

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.)