



<b>Job Title:</b>	<b>Assistant Ranger Coordinator – Wagiman</b>	<b>Position No:</b>	<b>WAG199</b>
<b>Group:</b>	<b>Land and Sea Management</b>	<b>Service Area:</b>	<b>Caring for Country</b>
<b>Classification Level:</b>	<b>Administration Officer (AS04)</b>		
<b>Reports to:</b>	<b>Wagiman Ranger Coordinator</b>	<b>Direct Reports:</b>	<b>NIL</b>

## POSITION OVERVIEW

The Assistant Coordinator is responsible for assisting in the coordination of the activities for the Ranger Group and assisting Aboriginal land owners to maximise their participation in land management from planning to implementation.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide support to the Ranger Coordinator to implement the annual work plan that identifies and prioritises natural and cultural resource management activities to meet their caring for country aspirations.
- Provide day to day planning, supervision and logistical support to the Ranger Coordinator to ensure work commitments and caring for country activities are completed effectively and efficiently.
- Support the Ranger Coordinator to report on work plan activities, manage budgets and other administrative task where required.
- Maintain effective working relationships with internal and external stakeholders to identify and develop cultural and land management opportunities.
- Jointly manage, monitor and report all assets for the ranger program, including carrying out regular maintenance checks and repairs on equipment and machinery, including maintain log books and data recording.
- Assist the Ranger Coordinator and Regional Project Officer to identify training needs of the ranger group, as well as facilitate ranger training and development opportunities.
- Assist as required with external consultations with Traditional Owners, communities, stakeholders and partners.
- Represent the Wagiman Traditional Owners and Caring for Country branch and NLC at various forums when required.
- 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 and complying with NLC's WHS management system and associated policies and procedures.
- 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

- Minimum Certificate IV in natural resource management or relevant discipline, or relevant experience
- Minimum of two years practical experience in a similar role.
- Demonstrated cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Good 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 to communicate effectively in writing, utilise computer applications/ databases, and the ability to produce clear, concise and informative documents for a range of purposes to suit the intended audience.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

### 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.)
- Experience and knowledge of working within a field based operation, including experience in supervising staff.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.

Date Approved: June 2024