



<b>Job Title:</b>	<b>Project Officer-ICT</b>	<b>Position No:</b>	<b>CI22</b>
<b>Group:</b>	Office of the CEO	<b>Section:</b>	ICT Project Management
<b>Classification Level:</b>	Professional Officer 2 (PO2)		
<b>Reports to:</b>	ICT Project Manager	<b>Direct Reports:</b>	Nil
<b>Location:</b>	Darwin	<b>Date Approved:</b>	May 2025

## POSITION OVERVIEW

The Project Officer will work closely with various stakeholders to analyse and assess business requirements, identify problems and propose solutions. This position will also be responsible for gathering, analysing, documenting, and validating business requirements to support the development of systems, applications, and processes. It will also provide project management support, ensuring that projects are completed on time, within budget, and to quality standards.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Assist in coordinating change impact discussions with Subject Matter Experts and team members, providing support to various working groups.
- Contribute to the assessment of business solutions' impacts on people, processes, information, and systems, supporting business readiness activities and project plans.
- Assist in developing documentation and contribute to internal and external communications for the successful implementation of new solutions.
- Collaborate with Project Board members and team members to capture and maintain governance information, issues, and risks, helping to minimize potential adverse events.
- Support the execution of testing, training, and deployment plans, ensuring user-friendly and fit-for-purpose systems.
- Assist in resource planning, analyse work-in-progress, and follow up on scheduled tasks to ensure adherence to project timelines.
- Collaborate with Project Managers in preparing and reviewing plans, deliverables, and status reports as needed.
- 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

- An advanced diploma of Business, Information Technology, or a relevant equivalent qualification.
- Minimum of three (3) years' experience working in a similar role.
- Demonstrated high level 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.
- Demonstrated experience in process and workflow documentation and analysis in collaboration with relevant stakeholders.
- Thorough understanding of project coordination and governance activities, with the ability to organize workloads and assist in solving problems.
- Good attention to detail with proven ability to thrive under pressure within multi-disciplinary teams and autonomously prioritizing tasks with precision and efficiency
- 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.)
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.