



Position Title:	Bradshaw Liaison Officer	Position No:	R71
Group:	Regional Development	Service Area/Section:	Regional Operations
Classification Level:	Senior Officer Grade C (SOGC)		
Reports to:	General Manager Regional Development	Direct Reports:	Nil
Location:	Timber Creek	Date Approved:	June 2025

POSITION OVERVIEW

The Bradshaw Liaison Officer will work collaboratively and effectively with Aboriginal Traditional Owners (TOs) and the Australian Government Department of Defence in the implementation and monitoring of the Bradshaw Partnering Indigenous Land Use Agreement. This position will facilitate the engagement of Aboriginal TOs to participate in cultural maintenance, environmental protection, business, training and employment activities across the Bradshaw Field Training Area (BFTA). This position will be the key liaison point between the Department of Defence and the local Aboriginal community and the broader community.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Work collaboratively and maintain effective and productive work relationships with Traditional Owners and the Australian Government Department of Defence in relation to the administration, implementation, and monitoring of the Bradshaw Partnering Indigenous Land Use Agreement (ILUA).
- Work closely with Aboriginal Traditional Owners and the Department of Defence to protect the environment and culturally important sites across the Bradshaw Field Training Area (BFTA).
- Provide advice to the Australian Government Department of Defence and their contractors in relation to Aboriginal TOs and local Aboriginal business participation in proposed tenders for goods and service provision.
- Assist Aboriginal TOs and local Aboriginal business in taking advantage of the special business opportunities offered to them under the ILUA.
- Facilitate planning, development and maintenance of capacity building programmes directed to Aboriginal TOs to maximise business, employment, training and contracting opportunities with the BFTA and within the local region.
- Develop and maintain effective working relationships with NLC staff, Regional Council members and external stakeholders, such as: Government; Industry and Professional Associations; community organisations and the general public in promoting the interests of the NLC and Aboriginal TOs.
- Represent the NLC and contribute to the activities of the Bradshaw Liaison Committee and the Environmental Advisory Committee along with any other committees established to support the implementation of the ILUA.
- Assist and support any other activities identified in the ILUA and undertake ILUA compliance activities as required.
- Provide accurate and timely advice to Service Area Manager on issues affecting the region, including but not limited to: environmental, social, economic development and political environment.
- 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.



- 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

- Minimum 4 years of experience in successfully implementing project/program management activities to a high standard, with an ability to strategically harness resources to effectively plan, coordinate and manage activities.
- A demonstrated knowledge and understanding of issues affecting Aboriginal people in the Northern Territory and an ability to work productively in a cross-cultural environment and communicate effectively with Aboriginal people.
- Experience with business development, business planning, financial management and strategic planning to assist people to plan and manage a small commercial business.
- Sound written communication skills including submissions, business communication and reporting
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Advanced Diploma in Natural Resource Management, Business or an associated discipline.
- 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.)