



Position Title:	Special Projects Officer	Position No:	R71
Group:	Regional Development	Service Area	Regional Operations
Classification Level:	Senior Officer Grade B (SOGB)		
Reports to:	General Manager Regional Development	Direct Reports:	Nil
Location:	Timber Creek	Date Approved:	July 2025

POSITION OVERVIEW

The Special Projects Officer supports the implementation and monitoring of the Indigenous Land Use Agreements (ILUAs) between the Northern Land Council (NLC), the Department of Defence, and Traditional Owners in the Timber Creek region, specifically at the Bradshaw Field Training Area (BFTA) and Delamere Air Weapons Range. Operating under broad direction, the role engages with a high level of independence and sound judgement to manage complex relationships, provide culturally informed advice, and support Aboriginal organisations and businesses to engage in Defence-related economic opportunities. The position will also contribute to other ILUAs current and future activities across the region as required, coordinating with internal teams and stakeholders to support local outcomes, ensure cultural and environmental protection, and strengthen long-term partnerships with Defence and other relevant government agencies.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Coordinate the implementation, monitoring and operational delivery of Defence ILUAs in a complex and sensitive cross-cultural environment, ensuring Traditional Owners' interests are respected while meeting the legal, cultural, environmental and operational obligations of the Department of Defence.
This includes, but is not limited to:
 - Working collaboratively and maintaining effective and productive relationships with Traditional Owners and Defence in administering the Bradshaw Field Training Area (BFTA) and Delamere ILUAs and other ILUAs current and future as required.
 - Supporting the protection of environmentally and culturally significant sites at BFTA, Delamere and other relevant ILUAs across the region in partnership with Traditional Owners and Defence.
 - Provide advice to Defence contractors to facilitate the participation of Traditional Owners and local Aboriginal businesses in tenders and procurement opportunities.
- Operate with a high degree of independence to support Traditional Owners and Aboriginal organisations to identify and respond to economic and procurement opportunities associated with Defence activities, including business mentoring, capability development and participation in local contracts.
- Build and maintain strong working relationships with Traditional Owners, Defence representatives, contractors and other government agencies to support the long-term success of the ILUAs implementation and regional development outcomes.
- Represent the NLC and Defence at high-level operational forums, including the BFTA Liaison Committee and the Environmental Advisory Committee, and support the introduction of new governance and engagement structures under the regions other ILUAs.
- Provide informed and practical advice to resolve emerging issues, negotiate workable solutions, and ensure compliance with ILUA obligations. Apply sound judgement to manage risks related to community relationships, cultural heritage, and land use.
- Collaborate across internal NLC teams, including Legal, Anthropology, Regional Development and others, to align ILUA activities with broader regional priorities and ensure a coordinated and culturally informed approach.
- 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

- Demonstrated ability to lead complex stakeholder relationships, particularly with Aboriginal communities, government agencies and external contractors, in cross-cultural and remote contexts.
- Proven experience in project coordination or program delivery with a focus on community-based outcomes, ideally in the context of land use agreements, defence partnerships or similar.
- Strong business development knowledge, including mentoring, procurement, and contract management to support Aboriginal participation in commercial opportunities.
- Excellent written and verbal communication skills, including the ability to prepare briefings, reports, and correspondence tailored to diverse audiences.
- High-level judgement, independence, and problem-solving skills, with the ability to identify risks and negotiate practical solutions.
- Strong working knowledge of the cultural, political and operational issues affecting Aboriginal people in the Northern Territory.
- Competency in using IT systems including Microsoft Office and document/data management platforms.
- Current Australian driver's licence.
- Ability to obtain and maintain an Australian Government Baseline security clearance.

DESIRABLE REQUIREMENTS

- Tertiary qualifications in Project Management, Business, Indigenous Governance, Procurement or a related discipline.
- Experience working with Defence, Commonwealth agencies, or Aboriginal organisations in a public or private sector setting.