Position Title:	Project & Systems Coordinator	Position No:	R18
Group:	Regional Development	Service Area/Section:	Regional Operations
Classification Level:	P02A		
Reports to:	Manager, Land Management	Direct Reports:	Nil
Special Measures:	N/A		
Location:	Darwin	Date Approved:	July 2025

POSITION OVERVIEW

This position will be responsible for providing high level administration, business solutions, and technical support with land management, regional meeting, permits, funeral, ceremony and other projects systems and databases. The role will work closely with the Land Use Management team, and collaborating with the Information Communication Technology team, Project Management Office and other Group / service area teams across the Northern Land Council (NLC) to improve land administration management, customised systems in their further development and implementation, to improve reporting and provide IT support and solutions across the Regional Office Network.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Work closely with the Land Use Management team, Project Management Office and Information Communication & Technology (ICT) sections and other teams across the NLC to provide a best practice perspective in regards to improving land administration management, including overseeing all applicable system development and implementation of customised systems.
- As a Subject Matter Expert (SME) provide technical solutions and administrative support to internal stakeholders to assist in the development, enhancement and implementation of contemporary land use management systems that are fit for purpose.
- Commission business systems and rollout devices, training and stakeholder changes required to use the business solutions effectively.
- Provide operational support with land management activities, regional meeting system, permits, funeral and ceremony, including developing and implementing other project databases as required.
- Develop transition schedules in order to plan across multiple projects, including providing training on land management system/database to other ICT staff and/or end users as required.
- Prepare project and implementation plans and solutions to contribute to efficient and effective issue escalation and resolution process.
- Collaborate with project stakeholders ranging from technical staff, end users and external suppliers to ensure that project activities are being completed efficiently, within set deadlines.
- Responsible for evaluating, monitoring and reporting on land management system project plans, issues, track CRM milestones and deliverables, to ensure they are in line with approved projects.
- Responsible for all Reporting of Data from all applicable systems to the group as a whole.
- Facilitate training and Induction on all applicable systems used within the group.
- Keep informed of the latest IT advancements and contribute to continual improvement processes in regards to Project Governance, Delivery and Assurance Frameworks.
- 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

- Minimum Bachelors in Computer Science or Information Technology, related disciplines and/ or previous experience in a similar role
- a minimum of three (3) years of practical experience in IT project management
- Demonstrated experience implementing modern, public-facing business solutions that integrate with back-office and cloud-based systems.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Highly developed business analysis, critical thinking, problem-solving, and decision-making skills.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS (could or should haves)

- 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.)

Date Approved: