



Position Title:	Logistics Officer	Position No:	N80
Group:	Land and Law	Service Area:	Resources and Energy
Classification Level:	Professional Officer 2 (PO2)		
Reports to:	Branch Manager – Resources and Energy	Direct Reports:	Nil
Special Measures:	No - Not Applicable		
Location:	Darwin	Date Approved:	August 2025

POSITION OVERVIEW

The Logistics Officer within the Resources and Energy (R&E) team will provide high level administration and logistical support for projects throughout the Northern Land Council's (NLCs) 7 regions. This position is responsible for supporting the senior staff in the R&E Service Area in the planning and delivery of community consultations in compliance with NLC policies and procedures. This position requires regular travel to remote communities to coordinate the delivery of logistical support to on country meetings. The role will also collaborate with other Service Areas within the NLC in relation to communications, project management and reporting.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Support effective communications with strong customer focus between traditional Aboriginal owners, external stakeholders and NLC staff in relation to Resources and Energy Branch activities.
- Collaborate with R&E staff, and the Regional logistics coordinators to facilitate the implementation of projects and programs across the NLC region.
- Source quotes, and assist in the preparation of cost estimates prior to project commencement, managing and reviewing logistics budgets whilst a project is active, and evaluating final costs after project completion.
- Coordinate and collaborate with the Regional Development logistics teams in planning and delivering logistical arrangements for meetings and consultations, including scheduling, venue hire, travel bookings, accommodation, catering, vehicle and equipment hire, and casual staff arrangements in compliance with NLC policies and procedures.
- Draft and arrange distribution of meeting notices to ensure appropriate attendance and coordinate the transportation of people and equipment to meeting locations.
- Maintain accurate records in NLC systems related to consultations, travel, meeting attendance, fuel vouchers, timesheets, financial documentation and other logistics-related data.
- Prepare meeting notes and reports and undertake follow up administration for on field-based activities.
- 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

- Advanced diploma in Project Management, Business Administration, Logistics or a related field or a minimum of 3 (three) years equivalent relevant experience.
- 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.
- 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

- Experience using financial software packages, Corporate Travel Management and Travel Processing Systems.
- Experience in budget management processes and procedures, and appropriate confidentiality, ensuring protection of sensitive information.
- Understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Experience or qualifications in the Resources and Energy sectors.