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|------------------------------|---|------------------------|------------------------------|
| <b>Position Title:</b>       | <b>Director of Leadership (OCEO)</b>  | <b>Position No:</b>    | <b>DL01</b>                  |
| <b>Classification Level:</b> | Management - Senior   |                        |                              |
| <b>Reports to:</b>           | Chief Executive Officer   | <b>Direct Reports:</b> | Coordinator Council Services |
| <b>Location:</b>             | Darwin  | <b>Date Approved:</b>  | July 2025                    |
| <b>Special Measures</b>      | <i>Yes - Priority Consideration for Aboriginal and/or Torres Strait Islander Applicants</i> |                        |                              |

## POSITION OVERVIEW

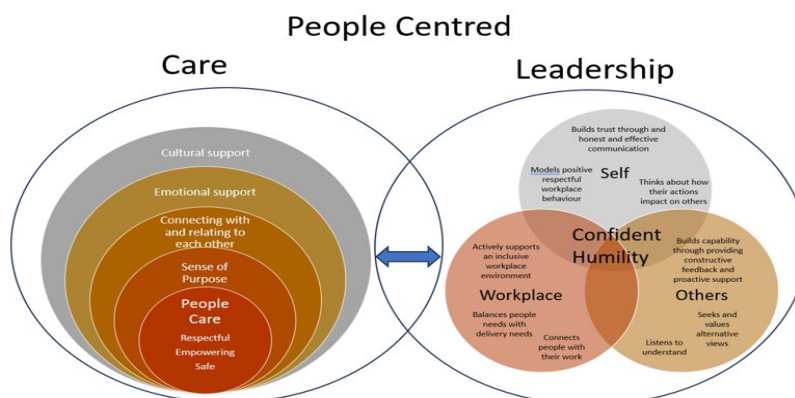
The Director of Leadership is a senior leadership position reporting directly to the CEO, responsible for providing high-level executive support, and coordination to the Office of the CEO. The role enables the CEO to focus on strategic leadership by managing high-level liaison across the NLC, progressing special projects, and leading the Council Services team to ensure effective and culturally safe engagement with Traditional Owners and Council members.

The role contributes to the NLC's strategic goals and ensures the CEO and Council can focus on effective governance and leadership for the benefit of Traditional Owners across the NLC. A key expectation of the role being facilitating the delivery of the NLC's strategic priorities by providing trusted advice, supporting high-level decision-making, and ensuring the seamless operation of Council processes and CEO-led initiatives.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

### LEADERSHIP AND STRATEGY

- Provide high-level strategic and operational advice to the CEO and Council to advance the NLC's vision, mission, and strategic objectives, ensuring alignment with legislative mandates and the needs of NLC constituents.
- Progress and manage special projects and initiatives on behalf of the CEO, ensuring timely delivery and effective collaboration across NLC operations.
- Support and represent the CEO, as required, at internal and external meetings and forums, maintaining effective liaison with the Chair, Council, Traditional Owners, and key stakeholders.
- Collaborate with the Senior Leadership Team to deliver strategic and operational priorities within a framework that drives accountability and results.
- Contribute to a positive organisational culture by modelling the NLC's People Centred Care and Leadership approach



## STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain collaborative relationships with the Chair, Council, Traditional Owners, and key stakeholders to support the NLC's TO-centric approach.
- Serve as a key point of contact between the CEO, Chair, and Council to maintain effective working relationships and support the administration of Council business.
- Support the CEO and Senior Leadership Team to build and maintain high-level relationships with government agencies and stakeholders to deliver strategic benefits for the NLC's regions and constituents.
- Represent the CEO, as required, in negotiations and discussions to ensure the views of Traditional Owners and the NLC are clearly articulated and understood.

## SERVICE DELIVERY

- Support the CEO to ensure the NLC's responsibilities are delivered in accordance with the Aboriginal Land Rights (NT) Act 1976, Native Title Act 1993, PGPA Act, and other relevant legislation.
- Lead and manage the Council Services Unit to support the delivery of Council meetings and functions, maintaining clear follow-up on Council decisions and priorities.
- Oversee the implementation of Council decisions and priorities, ensuring clear reporting to the CEO and Council.
- Coordinate Senior Leadership Team meetings, briefings, and reporting to support effective and compliant service delivery across the NLC.
- Ensure the preparation of evidence-based advice and responses to emerging issues raised by Council, maintaining a proactive approach to issue management.
- Provide confidential executive support and advice to the CEO and act on behalf of the CEO during periods of absence as required.

## PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process and using best practice methodologies and pathways.
- Maintain accountability and responsibility for:
  - recruitment of team members
  - the performance management of staff in accordance with the NLC's organisational objectives and position accountabilities
  - nurturing and developing talent and team succession planning
  - actively supporting relevant Learning and development activities
- Champion and drive key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice.

## WORK HEALTH AND SAFETY

- Drive and cultivate a work culture and environment that prioritises the wellbeing, health and safety of both our staff and constituents embracing our people centred care and leadership framework.
- Maintain compliance with, and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively review and investigate critical as well as non-critical incidents and other hazards or risks identified in a responsible and timely manner and support organisational initiatives.

## SENIOR LEADERSHIP CAPABILITY FRAMEWORK

| Accountability and Execution |  |   |
|------------------------------|--|---|
| Capability                   | <b>Manage complex and non-complex Departmental / CFO or PLO priorities at a strategic level using contemporary (proactive) and traditional (reactive) approaches to service delivery</b>   |   |
| What this looks like         | <i>Provide strategic and expert advice to internal and external stakeholders on potentially complex, sensitive and contentious matters. Drive a shared sense of purpose and accountability for outcomes across the department</i>  | <i>Model and drive a culture of innovative and conceptual thinking for solution-focused and forward-looking decisions, driving enabling results through collaboration and teamwork.</i>   |
| Collaboration and Influence  |  |   |
| Capability                   | <b>Establish, model and foster collaborative relationships with internal and external stakeholders</b>   |   |
| What this looks like         | <i>Support and represent the NLC in external networks to provide a platform towards inclusive decision making and positive advocacy. Build and sustain relationships within the NLC, creating shared agendas to bring people together.</i>   | <i>Identify and or manage key issues and solve problems by collaboratively risk assessing, evaluating and implementing solutions.</i>   |
| Planning and Direction       |  |   |
| Capability                   | <b>Assess and explore various opportunities and mitigate or resolve obstacles to accomplish department goals that sustainably support the organisational strategic objectives.</b>   |   |
| What this looks like         | <i>Lead departmental planning using integrated and risk-based methods to ensure alignment with business priorities. Coordinate professional expertise from within and across departments to improve overall performance and delivery of departmental operational outcomes.</i>                                 | <i>Lead and manage strategic objectives across the department through evidence-based decision making. Operate effectively in an environment of ongoing change and uncertainty, leading innovative change management processes that are flexible, equitable and well communicated.</i> |
| People-Centred Leadership    |  |   |
| Capability                   | <b>Model, lead and foster a workforce with shared values, based on proactive wellbeing, inclusivity and safe work culture.</b>   |   |
| What this looks like         | <i>Sculpt a work environment that prioritises the well-being of a diverse workforce while navigating cross-cultural dynamics, maintaining values and conduct standards and addressing departmental and interdepartmental conflict.</i>   | <i>Model and lead a high-performance and engaged workforce that collectively contributes to strategic planning, sustainable outcomes and a culturally safe work environment.</i>  |
| Judgement and Discretion     |  |   |
| Capability                   | <b>Lead and foster effective decision making, taking into account organisational risk in accordance with established management and governance systems.</b>  |   |
| What this looks like         | <i>Exercises careful discretion when handling sensitive information and making decisions. Lead by example by weighing up complex information, identifying critical factors, risks and issues ensuring organisational and departmental options are fully considered to make sound decisions under pressure.</i> | <i>Assess decisions based on their impact and potential benefits for the organisation and department, service, workforce wellbeing and management responsibilities.</i>   |

Our Land, Our Sea, Our Life

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Post Graduate Degree level qualifications in a relevant field and / or equivalent demonstrated experience
- A minimum of five (5) years' senior management experience that demonstrates the provision of high-level executive support, Council/Board support, and managing cross-organisation liaison in politically sensitive environments.
- Sound understanding of the Aboriginal Land Rights (Northern Territory) Act 1976 and Public Governance, Performance and Accountability Act 2013 (PGPA)
- Exceptional interpersonal, cross-cultural, and communication skills, with experience working with Aboriginal people and communities.
- Strong organisational and analytical skills, with the ability to manage competing priorities and deliver outcomes under pressure.
- C Class driver's licence and capacity to travel to remote communities.
- National Police Clearance.

### DESIRABLE REQUIREMENTS

- Governance accreditation (i.e. Company Director) or similar recognition