



Position Title:	Business & Communications Officer	Position No:	N53
Group:	Land and Sea Management	Section:	Learning on Country (LoC)
Classification Level:	Administration Officer 6 (ASO6)		
Reports to:	LoCP Business Coordinator	Direct Reports:	Nil
Special Measures:	No-Not Applicable		
Location:	Darwin	Date Approved:	August 2025

POSITION OVERVIEW

Under the direction of the LoC Business Coordinator, the **Business & Communications Officer** position is responsible for providing high-level business and administrative processes for the LoC Program to ensure the effective and efficient compliance in a range of service provision engaging program partners, financial officers, consultants, contractors, internal NLC departments and external agencies.

The role also includes the coordination of the LoC Programs social media platforms, website, communications strategies and manage logistical arrangements for Program promotional events, workshops and meetings.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Deliver high level administrative service to the LoC Management Team under the direction of the LoC Business Coordinator which include;
 - The scheduling and arrangement of meetings, workshops and consultations.
 - Fielding and responding to incoming internal and external Program enquiries.
 - Distribution of incoming and outgoing correspondence.
 - Administration of LoCP delivery sites sub-contractual compliance and reporting.
 - Assistance to ensure internal and external reporting and business operations are implemented on time and consistent with funding and acquittal requirements.
 - Coordination of contractor and consultant procurement and oversight of contracts to ensure deliverables and timeframes are met.
 - Processing of payments and general purchasing and acquisition administration.
 - Maintenance of Program data and records.
 - Coordination of LoCP staff travel and logistics.
 - General day to day administrative support and other duties as directed.
 - Monitor staff compliance with NLC policies and procedures related to HR, financial and asset management.
- Coordination and maintenance of the LoCP social media platforms, website, visual resources library and general LoCP communications strategies.
- Assist local LoC Coordinators in generating media content to promote their Programs.
- 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/Degree in Business Administration or related field and/or minimum of two (2) years' experience in a similar position.
- Experience in financial planning and management including budgeting, procurement and cost management in alignment with organisation systems and processes.
- Strong organisational, project management and analytical capabilities, with the ability to interpret complex reports, contracts and financial information.
- Excellent cross-cultural, interpersonal and verbal and written communication skills, with the ability to engage and coordinate across diverse stakeholders, build productive relationships.
- Knowledge of and experience in effectively utilising a range of social media platforms and website maintenance
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs (database management systems, including TRIM)
- Current C Class NT Drivers Licence and the ability and willingness to undertake occasional remote travel in manual 4WD vehicles and light aircraft.
- A current Working with Children Clearance Notice (Ochre Card) or ability to obtain same is a requirement of this position.

DESIRABLE REQUIREMENTS

- 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.)
- Knowledge and understanding of the Learning on Country Program.
- Experience in a Land Council or other Aboriginal controlled organisation.