



Position Title:	Stakeholder & Network Coordinator	Position No:	N50
Group:	Land and Sea Management	Section:	Learning on Country (LoC)
Classification Level:	Senior Professional Officer (SPO)		
Reports to:	LoC Manager	Direct Reports:	Stakeholder & Network Officer
Special Measures:	No-Not Applicable		
Location:	Darwin	Date Approved:	August 2025

POSITION OVERVIEW

Under the direction of the LoC Manager, this position is responsible for providing day to day oversight and coordination of the Operational functions of the LoC Program across 14 remote community delivery sites. This role provides advice and assistance in ensuring delivery site compliance in accordance with Government funding criteria and the LoC Program Guidelines. This role manages the 'on-ground' aspect of the LoC Program and directly engages with local coordinators, Indigenous stakeholders, Program partners and the wider LoC Program network.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate a commitment to the NLC's vision, mission, values and Code of Conduct
- Actively contribute to the overall workplace culture of the NLC by engaging with internal stakeholders to enable positive contributions that enhance program and constituent outcomes and maintain compliance with organisational wide policy and procedure.
- Lead by example and maintain compliance with, the NLC WH&S Management System and associated policies, procedures and processes ensuring you are fulfilling your duty of care in accordance with the WHS legislative requirements.

STAKEHOLDER ENGAGEMENT

- Develop and maintain professional working relationships with LoC Program partners, agency representatives and Program Stakeholders to ensure high-level communications for the effective delivery of the LoC Program.

PROGRAM OPERATIONS

- Support the development of annual Operational plans, monitor site status and performance and ensure compliance with funding agreements and local Memorandums of Understanding.
- Arrange, facilitate and minute local and program-based meetings and consultation processes with LoC stakeholders, program partners and the wider LoC network.
- Assist with the delivery of the full range of activities related to the provision of secretariat support for the Learning on Country Steering Committee, associated sub-committees and working groups.
- Liaise with Steering Committee, site Coordinators and Local Committees to ensure adherence to program requirements and guidelines.
- Respond promptly to Operational based enquiries and site support requests.
- Provide timely and effective support for the delivery of outcomes according to LoC Program policies and principles, and in accord with other overarching contractual requirements.
- Coordinate reporting requirements to ensure consistence with Government operational and acquittal requirements.
- Identify and develop solutions to local level capacity needs that impact on the delivery of the program.



- Prepare high-quality briefing material, including program performance reports, site visit reports, NLC regional reports and other operational documentation as required.
- Support the Manager, LoC in planning and scheduling the arrangements of bi-annual LoC Steering Committee meetings, Network Forums and other Program events.
- Ensure adherence to all relevant compliance, governance, legislative and organisational requirements and standards.
- 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

- Tertiary qualifications in Education, Natural Resource and Cultural Management or Indigenous Community Engagement and Facilitation and / or minimum three (3) years lived experience working in remote Indigenous communities delivering Indigenous programs.
- Practical experience in the negotiation, creation and implementation of MOUs and Operational Plans.
- Experience in, working in an educational setting with senior secondary and vocational education programs.
- Knowledge of the Learning on Country program, the key objectives and the underpinning philosophies, including an understanding of two-way pedagogical approaches and their application in the Learning on Country program.
- Knowledge of Indigenous Ranger Programs and their purpose, priorities and organisational arrangements.
- Demonstrated project management, administrative and time management skills including reporting and acquittal of government funding.
- Current C Class NT Drivers Licence and the ability and willingness to undertake frequent and extensive remote travel in manual 4WD vehicles and light aircraft.
- A current Working with Children Clearance Notice (Ochre Card) or ability to obtain one.

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 of, and commitment to, the principles of Equity and Diversity, Participative Workplace Practices and Work Health and Safety and the ability to apply them in the workplace.