



Position Title:	Project Coordinator	Position No:	UR16
Group:	Regional Development	Service Area	Regional Operations
Classification Level:	Senior Officer Grade B (SOGB)		
Reports to:	Manager, Land Management	Direct Reports:	Nil
Special Measures:	Not Applicable		
Location:	Darwin	Date Approved	July 2025

POSITION OVERVIEW

Based in the Regional Development Group, this position is responsible for overseeing project administration activities under the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) (**ALRA**) with the management of s19 ALRA Land Use Expressions of Interests and Land Use Agreements related to our Land Use Management Unit.

POSITION RESPONSIBILITIES AND ACCOUNTABILITIES

- Project management of third- party Expressions of Interest for development activities on Aboriginal land in accordance with ALRA and NLC policies and procedures.
- Work collaboratively within a multi-disciplinary project team (Legal, Anthropology, GIS and Regional staff) to complete assessments of proponents and their proposals/ and progressing matters efficiently.
- Lead the multi-disciplinary project team to broker negotiations between Traditional Owners, Aboriginal groups and third parties in managing land use activities on Aboriginal land and finalise consultation outcome reports.
- Assist with compliance activities associated with the administration of ALRA Agreements.
- Develop and maintain effective working relationships with NLC staff, Regional Council members and external stakeholders, such as: Government; Industry and Professional Associations; community organisations and the general public in promoting the interests of the NLC.
- Manage and coordinate administrative and staff management functions associated with event planning, managing travel, payments, accommodation and meeting facilitation.
- Liaise with Managers to prioritise and facilitate the effective implementation of NLC projects and programs in line with the NLC strategic plan within the regions.
- Provide accurate and timely advice to Managers on issues affecting the region, including but not limited to: environmental, social, economic development and political environment.
- Assist with the management of operational budgets and cost recovery activities, administering in line with NLC financial and human resource delegations and instructions to meet financial and performance reporting requirements.
- Prepare clear, concise and informative high-level documentation such as funding submissions, proposals, internal briefs and reports on any matters relevant to the responsibilities of the NLC within the region.
- Undertake remote field work and remote travel, with the ability to remain over night or stay in the field for a number of days to conduct NLC business.
- 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 and complying.
- 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

- Bachelor of Project Management, Business or a related field and/or minimum of four (4) years relevant experience in a related industry or sector working in project management and administration, land management and management of budgets.
- A minimum of two (2) years practical experience coordinating and facilitating project administration.
- Cross-cultural competency and sound 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.
- Experience in financial planning and management including budgeting, cost recovery and corporate credit management in alignment with organisation systems and processes.
- Proficient verbal communication skills in the areas of negotiation, conflict resolution, Contract administration and meeting facilitation.
- Sound written communication skills including submissions, business communication and reporting
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- A current NT Driver's licence. Ability to travel to regional and remote areas safely driving a four-wheel drive (4WD) work vehicle on a regular basis.

DESIRABLE REQUIREMENTS

- Understanding of the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) (ALRA) and Native Title Act 1993 (Cth) (NTA) and other legislation relevant to the land interests of Traditional Owners and Aboriginal communities.