



Job Title:	Executive Officer to the Chairperson	Position No:	DS12
Group:	Office of the Chief Executive Officer	Unit:	Council Services
Classification Level:	Senior Officer Grade C - SOGC		
Reports to:	Chairperson of NLC (CC01)	Direct Reports:	Nil
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Position</i>		
Location:	Darwin	Date Approved:	September 2025

POSITION OVERVIEW

The Executive Officer to the Chairperson (Chair) is responsible for providing strategic, policy, communication and advocacy support to the Chair of the Northern Land Council (NLC). The role will work closely with the Council Services Section and be required to accompany the Chair to various meetings and events with a view to support the Chair in fulfilling their leadership and statutory responsibilities as governed by the Aboriginal Land Rights Act (NT) 1976 (ALRA).

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- **Governance & Executive Support**
 - Research, collate and coordinate reports, advice and briefings on policy affecting Aboriginal affairs and Council matters to support informed decision making and planning.
 - Manage, coordinate and execute Council related projects as directed by the Chair, whilst ensuring compliance with NLC policies and procedures.
 - Accompany chair to all stakeholder meetings including official travel, take notes and follow-up on action items with relevant internal/external stakeholders to ensure finalisation.
 - Manage the Chair's diary appointments, records and correspondence, including storing all correspondence in NLC's record keeping processes and procedures.
 - Coordinate meetings and travel logistics and event support as required.
- **Stakeholder Management & Communication**
 - Liaise with Senior Managers, Council Members and other relevant stakeholders on matters that may affect the Chair's office and/or performance of the NLC and assist in managing these relationships.
 - Prepare, manage and review Council related communications and correspondence including briefings, reports, submissions and notes ensuring comprehensiveness, accuracy, and timeliness of written information.
- **Organisational Conduct**
 - 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

- At least four (4) years' experience in a similar role or related industry.
- Strong understanding of corporate governance preferably within Aboriginal organisations, statutory authorities or Government.
- Demonstrated 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.
- Excellent written communication skills, including ability to prepare reports, briefings and correspondence.
- High level of discretion, judgement and ability to manage sensitive and confidential matters.
- Proven organisational skills with the ability to work independently under limited direction, prioritise competing demands and meet deadlines that may change at short notice.
- Proficiency in Microsoft Office Suite and other business administration tools.
- Ability to work out of normal office hours for urgent matters that arise for the Chair and to accompany the Chair in all official travel.
- Ability to professionally and sensitively negotiate and influence a range of stakeholders in a variety of situations to achieve positive outcomes.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Minimum degree level in Law, Public Policy or Indigenous Studies or related field.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (NT) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- A thorough understanding of the Aboriginal political and historical impacts upon policy developments in NT and nationally in relation to Aboriginal land rights, housing and Aboriginal land use.