

Senior Project Officer – Position Description

Classification: ASO6 Equivalent

Term: Contract up to 30 June 27 (Fixed-Term, funded by the State Department for Environment and Water)

Reports to: Chief Executive Officer, Ngarrindjeri Aboriginal Corporation

The Senior Project Officer will play a key leadership role in supporting Ngarrindjeri representation and engagement in the Department for Environment and Water's (DEW) Healthy Coorong, Healthy Basin (HCHB) Program. This position will be responsible for coordinating the delivery of Ngarrindjeri inputs into DEW's Water Infrastructure and Operations Branch environmental and cultural heritage management initiatives across HCHB.

The role ensures effective liaison between DEW, Ngarrindjeri Aboriginal Corporation (NAC), and the broader Ngarrindjeri community, providing strategic oversight, governance, and administrative support to advance Ngarrindjeri cultural, environmental, and community outcomes under the program.

Key Responsibilities

Program Leadership & Representation

- Lead NAC's delivery of services under the HCHB program as defined in the grant agreement with DEW.
- Represent Ngarrindjeri interests and perspectives in HCHB projects and related engagement processes.
- Provide strategic oversight and guidance to ensure Ngarrindjeri voices are effectively integrated into HCHB decision-making.

Community Engagement

- Liaise with the broader Ngarrindjeri community to communicate program updates, gather input, and encourage participation.
- Facilitate representation of the community in program activities and decision-making forums.
- Secretariat & Governance Support

Provide secretariat support to the HCHB Working Group, including:

- Drafting and maintaining Terms of Reference.
- Coordinating meetings, preparing agendas, and recording accurate minutes.
- Tracking and reporting on agreed actions.

Partnership Development

- Collaborate with DEW's Aboriginal Partnerships Officer to understand program priorities and identify opportunities for Ngarrindjeri participation and benefit.
- Facilitate constructive communication, problem solving, and collaboration between NAC, Ngarrindjeri representatives, and DEW project leaders.

Communications & Promotion

- Contribute to the development of media content and promotional activities to highlight Ngarrindjeri involvement in HCHB.
- Ensure information sharing and transparency between all parties.

Administration & Reporting

- Provide administrative support for the delivery of services under the grant agreement.
- Maintain accurate project records and knowledge management systems, respecting Ngarrindjeri cultural protocols and NAC approval processes.
- Prepare progress reports and updates as required by NAC and DEW.

Key Relationships

- Internal: NAC CEO, NAC Board, Ngarrindjeri community members.
- External: DEW Aboriginal Partnerships Officer, HCHB project leaders, partner organisations, media representatives.

Selection Criteria

Essential

- Demonstrated understanding of and commitment to Ngarrindjeri rights, culture, and community priorities.
- Proven experience in project coordination, stakeholder engagement, or community consultation.
- Strong leadership and facilitation skills, with the ability to represent community perspectives in complex policy and program settings.
- High-level organisational skills with experience providing secretariat and administrative support.
- Excellent written and verbal communication skills, including report writing and preparation of meeting documentation.
- Ability to build respectful and effective relationships with government, community, and other stakeholders.

Desirable

- Knowledge of environmental management, water infrastructure, or cultural heritage programs.
- Previous experience working in Aboriginal community-controlled organisations.

- Familiarity with government funding agreements and reporting requirements.

Conditions of Employment

- Some travel may be required within the Coorong and Murray-Darling Basin region.
- Appointment is subject to a satisfactory Working with Children Check and relevant clearances.