



Position Title:	Senior Project Officer	Position No:	N21
Group:	Land and Law	Service Area:	Resources and Energy
Classification Level:	Senior Officer Grade C (SOGC)		
Reports to:	Manager, Minerals and Energy	Direct Reports:	Nil
Special Measures:	N/A		
Location:	Darwin	Date Approved:	September 2025

POSITION OVERVIEW

The Senior Project Officer manages minerals and energy projects on Aboriginal land across the full project lifecycle, from exploration through to closure and rehabilitation. The role ensures Traditional Owners and Native Title holders are fully informed, consulted, and supported in exercising their rights under the Aboriginal Land Rights (Northern Territory) Act 1976 (Part IV) (ALRA) and the Native Title Act 1993 (NTA).

This position leads on-country consultations and negotiations with proponents, prepares statutory documentation and project information, and provides factual and objective assessments. While the role has a lead function in negotiations and project delivery, all statutory determinations and approvals rest with the Manager, CEO, or other delegated decision-makers of the NLC. The Senior Project Officer ensures these delegates have the information, and documentation required to exercise their statutory functions lawfully and effectively. The position requires flexibility to adapt to changing project priorities and to support colleagues across the team to ensure effective delivery of NLC's statutory responsibilities.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Lead and manage project consultations and negotiations with Traditional Owners, Native Title holders, industry proponents, and government stakeholders on exploration and mining proposals on behalf of the NLC. Interpreting information for consultation, preparing and presenting it to a wide variety of cross-cultural audiences.
- Manage multiple ALRA Part IV applications (s41/s46) and associated agreements through all project stages.
- Prepare high-quality statutory documentation, technical assessments, and briefing material to support NLC decision-making under delegation.
- Monitor and report on project compliance with agreements and conditions, escalating issues to the Manager where required.
- Provide objective, factual, and science-based information on resource projects and their impacts.
- Develop and manage projects including budgets, cost recovery, and contract management in line with NLC financial delegations.
- Build and maintain effective working relationships with Traditional Owners, Council members, Aboriginal communities, government, and industry to secure positive outcomes.
- Work collaboratively with other NLC service areas, including Anthropology, Legal, and Regional Development, to ensure integrated project delivery.
- Undertake remote fieldwork, including extended travel and on-country meetings, to support project delivery and relationship building.
- Contribute to continuous improvement of Resources and Energy processes, tools, and practices to strengthen the NLC's role in resource project management.
- Adapt to changing project priorities and short-term operational requirements, ensuring critical statutory and stakeholder obligations are met.



- Provide support to other Senior Project Officers and team members when workload demands or urgent project matters require reallocation of resources, and mentor Project Officers to build capability
- Contribute to building a collaborative team culture that shares knowledge, balances workload, and ensures consistent delivery across the Resources and Energy service area.
- 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 development processes and learning and development relevant to your role.
- 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.
- Undertake other duties as reasonably required within the scope of your position classification, service area, and skills.
- Ensure your personal health and safety, and that of others, by undertaking duties in a safe manner and complying with the NLC WHS Management System and relevant procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the specified timeframes.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- At least five (5) years' experience in the minerals, energy, or related sectors, with responsibility for managing complex projects and engaging with diverse stakeholders.
- Proven ability to lead negotiations and consultations with Aboriginal groups, industry proponents, and government agencies, while contributing effectively to collective decision-making.
- Knowledge of the Aboriginal Land Rights (NT) Act 1976 (Part IV) and the Native Title Act 1993, with experience applying this knowledge in project or agreement contexts.
- Sound judgement, analytical ability, and problem-solving skills to make well-informed decisions in complex and sensitive environments.
- High-level cross-cultural communication skills, with experience working respectfully and effectively with Aboriginal people in remote contexts to interpret and present on complex subject matter.
- Capacity to adapt to shifting project priorities, manage competing demands, and support colleagues to ensure outcomes are achieved.
- A current NT C Class Driver's Licence, with the ability and willingness to undertake extended remote travel in manual 4WD vehicles and light aircraft.

DESIRABLE REQUIREMENTS

- A degree in a relevant discipline (e.g. earth or natural sciences, environmental science, or related field).
- Previous experience working directly in or with Aboriginal communities in the NLC region.
- Understanding of environmental management systems and principles relevant to resource projects.
- Familiarity with the lived experiences of Aboriginal people in the Top End, with an interest in supporting community outcomes.
- Experience working in interdisciplinary project teams in the resource sector.