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|------------------------------|----------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|
| <b>Position Title:</b>       | <b>Learning Coordinator</b>                                                            | <b>Position No:</b>    | <b>CP32</b>                                                  |
| <b>Group:</b>                | Corporate Services                                                                     | <b>Service Area:</b>   | Education & Employment<br>Pathways<br>Learning & Development |
| <b>Classification Level:</b> | Administration Officer 5 (ASO5)                                                        |                        |                                                              |
| <b>Reports to:</b>           | Senior Learning & Development<br>Business Partner                                      | <b>Direct Reports:</b> | Nil                                                          |
| <b>Special Measures:</b>     | <i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i> |                        |                                                              |
| <b>Location:</b>             | Darwin                                                                                 | <b>Date Approved:</b>  | November 2025                                                |

## POSITION OVERVIEW

Working as part of the Learning and Development (L&D) team, the Learning Systems Coordinator plays a key role in enabling everyday learning across the NLC by serving as the system Administrator for *Dhukarr*, the organisation's learning management system. This position is responsible for maintaining and optimising *Dhukarr* to ensure it is accurate, accessible, and aligned with the L&D strategy.

The role coordinates learning events and programs, manages logistics and reporting, and ensures *Dhukarr* reflects current learning offerings and staff participation. It also supports continuous improvement in how learning is delivered and communicated across the organisation, promotes learning opportunities, and ensures staff can easily access the resources and support they need to learn effectively at work.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Coordinate the scheduling and delivery of learning activities, including booking rooms, facilitators, equipment, and travel.
- Responsible for the administration and maintenance of the learning management system, including course setup, user management, reporting, and keeping learning materials up to date.
- Support reporting and evaluation by collating attendance, feedback, and completion data to help track learning activity and outcomes, including completing and assisting reporting requirements for internal and external stakeholders ie. regional and full council.
- Maintain registers and licences for learning technologies, software, and equipment.
- Help staff and people leaders access and use learning resources, systems, and information.
- Handle the day-to-day administration and financial tasks of the L&D team, including purchasing and accounting, using templates, checklists, and standard processes to keep the team organised.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Minimum Certificate IV in Business, Learning and Development, Administration, or another relevant field, or equivalent relevant experience.
- At least two years' experience providing administrative, system and/or coordination support, ideally in a learning, HR, or corporate services environment.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- 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.
- Organised and able to manage multiple priorities, maintain attention to detail, and meet deadlines in a busy team environment.
- Takes a helpful and solutions-focused approach when supporting staff, leaders, and learning partners.
- Takes responsibility for their work, follows through on commitments, and looks for ways to keep learning and improving.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

### 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.)
- Experience using Acorn or a similar Learning Management System