



Job Title:	Senior Contracts Compliance Officer		Position No:	R45
Group	Governance Strategy & Communication		Service Area	Permits, Agreements & Compliance Team
Classification Level:	Senior Professional Officer (SPO)			
Reports to:	Manager - Permits, Agreements & Compliance Team (PACT)	Direct Reports:		Contract Compliance Officer

POSITION OVERVIEW

The Senior Contracts Officer reports to the Manager- Permits, Agreements & Compliance (PACT) Team and is responsible for the contract compliance management of all land use agreements pertaining the activities conducted on Aboriginal traditional lands and seas within the Northern Land Council (NLC) region.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Manage and monitor land use agreements managed by the NLC to ensure contracting parties meet their non-financial contractual requirements.
- Communicate with relevant stakeholders and all contracting parties to ensure that the interests of Traditional Owners are managed in accordance with the agreement.
- Contribute to the development and implementation of contract management plans by sourcing documents and established contracts, as well as monitoring performance and addressing non-performance, to achieve the required contract outcomes.
- Keep up to date with trends and developments in contract management and administration.
- Research, develop and continually refine PACT systems and procedures to optimize operational efficiency and effectiveness.
- Maintain awareness of all laws and legislation of the Commonwealth and the Northern Territory which affects the functions of the NLC.
- Assist with management and monitoring of the Permit Administration System (PAS); permit issue, compliance, revocation and illegal activity on Aboriginal Land.
- Undertake regular monthly, quarterly and annual review of Agreement compliance, including reports to the Executive Office and Senior Management Group on Contract status and issues.
- Escalate unmet land use agreement's non-financial contractual obligations to Legal Team.
- Comply with NLC policy and procedures, 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

- Relevant tertiary level qualifications such as Advanced Diploma of Business / Contract Management or a related field or equivalent experience in a similar or related role
- Minimum of three (3) years practical related experience with contract management being an added advantage.
- Sound ICT literacy and the ability to use a variety of systems including database management systems, including ALTAR, CRM, TRIM or an ability to rapidly acquire knowledge for such systems
- Demonstrated proficiency to communicate effectively in writing with influence and the ability to produce clear, concise and informative high-level documents for a range of purposes to suit the intended audience these may include project plans, briefings, internal memorandums and reports.
- Ability to develop and maintain effective working relationships with Aboriginal and/or Torres Strait Islander people, communities and organisations to ensure all work undertaken is culturally safe and appropriate.
- Sound cross-cultural verbal communication and interpersonal skills with an ability to effectively liaise, engage and coordinate across the organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- A current NT C class driver's licence

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.)

Date Approved: January 2025