



Position Title:	Policy and Advocacy Officer	Position No:	DS08
Group:	Governance, Strategy and Communications	Service Area:	Strategy and Advocacy
Classification Level:	Senior Professional Officer – (SPO)		
Reports to:	Senior Policy and Advocacy Officer	Direct Reports:	Nil
Special Measures:	Yes - <i>Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		
Location:	Darwin	Date Approved:	October 2025

POSITION OVERVIEW

The position is responsible for developing evidence-based policy advice and advocating for legislative and policy reform to improve outcomes for Aboriginal people in the Northern Land Council's (NLC's) region. This includes engaging with Government agencies and other stakeholders to promote the rights, interests and aspirations of Aboriginal people, with a focus on social justice advocacy. The role will also support broader policy work on environmental matters, water policy and economic strategy.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- In collaboration with the Manager, develop evidence-based policy advice for the Chief Executive Officer, the Chairperson, and Full Council on relevant issues.
- Undertake research and develop policy positions, submissions, reports and discussion papers on relevant issues for various audiences.
- Represent the NLC on appropriate committees and working groups, and engage with government officers and other stakeholders on policy related matters as required.
- Support traditional Aboriginal owners and native title holders to represent and protect their rights and interests in policy, law reform and delivery of Government services and programs.
- Raise awareness of the interests of Aboriginal people through effective communication.
- Liaise with other branches within the NLC in the coordination of interdisciplinary projects and policy development, and represent the branch on inter-branch projects.
- 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.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Tertiary qualifications in Public Policy, Social Sciences Law, Economics or relevant equivalent qualification
- Experience in policy analysis, research and development, and a demonstrated ability to successfully advocate for change.
- Advanced proficiency in communicating effectively in writing with influence, with the ability to produce clear, concise and informative high-level documents for a range of purposes to suit the intended audience, including project plans, briefings, submissions and reports.
- Excellent time management and organisational skills, with the ability to manage multiple tasks and meet competing deadlines in an area that requires a high level of confidentiality.
- Demonstrated cultural competence, with an ability to communicate and engage sensitively and effectively with Aboriginal people.
- Proven ability to work independently and as part of a team.
- 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.

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.)
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.