



<b>Position Title:</b>	Senior Asset Officer	<b>Position No:</b>	CF44
<b>Group:</b>	Corporate Services	<b>Service Area/Section:</b>	Asset & Property Team
<b>Classification Level:</b>	ASO6		
<b>Reports to:</b>	Senior Asset Management Officer	<b>Direct Reports:</b>	Nil
<b>Special Measures:</b>	Not Applicable		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	January 2026

## POSITION OVERVIEW

The Senior Asset Officer sits within the Asset and Property team and manages the Northern Land Council's assets and properties. The role delivers a broad range of asset management functions that support the NLC's strategic objectives and ensure continuity of business operations through effective asset management services, systems, and infrastructure

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Lead by example and demonstrate commitment to the sections service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction with the section.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area priorities, and section area objectives, within a framework that drives accountability and achievement.
- Ensure unit leaders and the service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

### STAKEHOLDER ENGAGEMENT

- Consult with stakeholders to develop, implement, and regularly update asset management plans and maintenance schedules across the NLC
- Build and maintain effective working relationships with stakeholders to promote an environment of ongoing education, compliance, and continuous improvement.
- Cultivate and maintain collaborative relationships with Traditional Owners (TO's) to support the NLC TO centric relationship model and section deliverables.
- Build and maintain relationships with all relevant government agencies and other internal and external stakeholder to ensure compliant and effective delivery of unit service deliverables.
- Actively assist and implement any authorised operational change in order to facilitate ongoing stakeholder commitment to outcomes.

### UNIT OPERATIONS

- Oversee the operations of the asset management system.
- Resolve asset management issues efficiently and effectively, escalating matters to the Senior Asset Management Officer as required.
- Undertake and manage small projects by developing project plans and schedules and ensuring all activities are completed efficiently, on time, and within approved budgets.



- With guidance, interpret and implement applicable legislation, regulations, and standards relating to assets and property.
- Coordinate asset revaluations in accordance with Australian Accounting Standards and manage whole-of-life asset activities from procurement through to disposal.
- Assist stakeholders to procure assets and support risk management and insurance benchmarking activities, including lodging insurance claims and coordinating investigations and reporting.
- Coordinate and complete site audits across the NLC's region by undertaking stocktakes and reviewing and reconciling asset and property data.
- Undertake data entry and data analysis to support the preparation of reports and the development of Asset Management Plans.
- Lead, coordinate and monitor the units operational service outcomes and performance in accordance with operational plans and requirements
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to support unit and staff performance to standards required
- Ensure all team members are adhering to all relevant compliance, governance, legislative and organisational requirements and standards
- Maintain unit associated administrative and record keepings task to standard

#### **PEOPLE MANAGEMENT**

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
  - Recruitment of vacant positions in the section
  - The performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
  - The rostering of resources, timesheets and leave approval
  - Actively supporting relevant Learning and development activities to enhance the service delivery of your team
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice

#### **WORK HEALTH AND SAFETY**

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain unit compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified timely manner.
- Promote and support organisational work health and safety initiatives

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Minimum of three (3) years' relevant experience working in an Asset Management or a related role.
- Sound knowledge and experience in asset management principles and practices.
- Ability to lead and manage in a diverse and complex work environment with experience in balancing competing priorities, and delegating tasks to deliver positive outcomes.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships.
- Excellent time management and organisational skills, coupled with good attention to detail with a high degree of accuracy.
- Demonstrated ability to interpret and implement legislation, regulations and standards.
- Sound written communication skills including submissions, business communication and reporting.
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs
- A current NT drivers' licence

### DESIRABLE REQUIREMENTS

- Diploma in Asset Management or equivalent relevant qualifications.
- Asset Management Industry Certification through IPWEA, IAM or TAMC or the ability to acquire.
- Good knowledge of quality assurance, stocktaking, reconciliations and undertaking whole of life value assessments.
- Project management experience of small projects, particularly in remote locations.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC regions.