



<b>Position Title:</b>	<b>Business Coordinator</b>	<b>Position No:</b>	<b>N51</b>
<b>Group:</b>	Land and Sea Management	<b>Section:</b>	Learning on Country (LoC)
<b>Classification Level:</b>	Senior Professional Officer (SPO)		
<b>Reports to:</b>	LoC Program Manager	<b>Direct Reports:</b>	Business & Communications Officer
<b>Special Measures:</b>	No-Not Applicable		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	January 2026

## POSITION OVERVIEW

Under the direction of the LoCP Manager, this position is responsible for providing high-level business, procurement and budget management to the LoC Program ensuring the effective and efficient compliance in a range of services engaging program partners, external financial officers, consultants and internal NLC sections and external agencies

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Lead by example and demonstrate a commitment to the NLC's vision, mission, values and Code of Conduct
- Actively contribute to the overall workplace culture of the NLC by engaging with internal stakeholders to enable positive contributions that enhance program and constituent outcomes and maintain compliance with organisational wide policy and procedure.
- Lead by example and maintain compliance with, the NLC WH&S Management System and associated policies, procedures and processes ensuring you are fulfilling your duty of care in accordance with the WHS legislative requirements.

### STAKEHOLDER ENGAGEMENT

- Develop and maintain professional working relationships with LoC Program partners, agency representatives and Program Stakeholders to ensure high-level communications for the effective delivery of the LoC Program.

### PROGRAM OPERATIONS

- Oversee and manage the LoC Program budget and financial processes including invoice processing, milestone financial reporting, end of year processes and asset management.
- Provide business and financial management services to local LoCP coordinators, school Principals and business managers in the development and compliance of annual program budgets.
- Support the LoC Manager in developing program specific tools and applications that streamline business systems and program delivery including operational, financial and effective program reporting.
- Develop and implement contemporary and standardised systems, consistent with NLC policies and procedures relating to risk identification and mitigation, management and business continuity planning, information management, financial management, procurement practices and human resources.
- Coordinate contract management activities such as processing contract documentation, tracking expenditure, monitoring sub-contractor performance and providing advice on contract related issues.
- Provide project procurement advice and coordination to the LoC Program, including preparing, drafting, evaluating and negotiating contracts in liaison with other NLC departments.



- Prepare clear, concise and informative high-level documentation such as drafting of policies, internal briefs and reports on LoC program matters, performance and budget approvals.
- Manage appointed business, financial and staffing delegations.
- Provide financial and logistic oversight of LoCP events managing external contractors and service providers on strict timeframes.
- Undertake Program management tasks as directed, including taking lead on strategic projects as directed.
- 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.
- 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

- Bachelor of Business Management or Financial Management or a minimum of 4 years relevant experience managing Government funded programs and contracts, including demonstrated experience in:
  - Contracts and grants management
  - Procurement and management of external contractors and consultancy agreements
  - Financial planning, tracking and acquittal compliance.
- Experience in developing and maintaining practical business and financial systems
- High-level written communication skills including submissions, business communication and reporting
- Ability to lead a team with a solution-based focus to address organisation issues.
- High level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across a range of stakeholders to build productive working relationships.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Highly developed computer literacy skills with the ability to operate a wide range of Microsoft Office and other relevant software programs and systems.
- Current C Class NT Drivers Licence and the ability and willingness to undertake occasional remote travel in manual 4WD vehicles and light aircraft.
- A current Working with Children Clearance Notice (Ochre Card) or ability to obtain one.

### DESIRABLE REQUIREMENTS

- Knowledge of, or the ability to, rapidly acquire knowledge of the LoC Program, the key objectives and the underpinning philosophies, including an understanding of two-way educational approaches and their application in the program.
- Experience in a Land Council or other Aboriginal controlled organisation.
- 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.)