



| | | | |
|------------------------------|--|------------------------------|--|
| Position Title: | Contracts Compliance Officer | Position No: | GP07 |
| Group: | Governance Strategy & Communication | Service Area/Section: | Permits, Agreements & Compliance Team/ Contract Compliance Unit |
| Classification Level: | Administration Officer ASO6 | | |
| Reports to: | Senior Contracts Officer | Direct Reports: | Nil |
| Special Measures: | N/A | | |
| Location: | Darwin | Date Approved: | August 2025 |

POSITION OVERVIEW

The Contracts Compliance Officer is responsible for ensuring the effective administration and monitoring of non-financial obligations outlined in land use agreements established under the Northern Land Council's (NLC) statutory functions. Operating within the NLC's region, this role focuses on ensuring that parties to agreements meet their compliance obligations, particularly those relating to cultural, environmental, and social commitments. The officer will work closely with internal stakeholders, Traditional Owners, and external parties to support the integrity of agreement implementation and maintain accurate records of compliance activities in accordance with NLC policies and legislative requirements.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Oversee and monitor land use agreements managed by the Northern Land Council (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-compliance, to achieve the required contract outcomes.
- Keep up to date with trends and developments in contract management and administration.
- Maintain awareness of all laws and legislation of the Commonwealth and the Northern Territory (NT) which affects the functions of the NLC.
- Escalate unmet land use agreement's non-financial contractual obligations to Legal Services.
- 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.



Our Land, Our Sea, Our Life

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum Advanced Diploma of Business s or Contract Management or equivalent experience.
- Minimum of two (2) years practical experience with contract management.
- Proven skills in the use of IT resources (including MS Office) and systems (database management systems, including CRM, TRIM) or an ability to rapidly acquire knowledge for such systems.
- Demonstrated proficiency to communicate 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, internal memorandums and reports.
- 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.
- Demonstrated high level time management and organisational skills.
- Current Northern Territory Driver's licence or ability to obtain one prior to commencement.

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: August 2025