



Position Title:	Ranger Coordinator Kulumindini	Position No:	NT18
Group:	Land and Sea Management	Service Area:	Caring for Country Operations
Reports to:	Regional Program Coordinator Borroloola Barkly	Direct Reports:	Senior Ranger / Ranger team
Classification Level	Professional Officer 2 (PO2)		
Location:	Elliot	Date Approved:	March 2026
Special Measures:	<i>Yes -Priority consideration for Aboriginal and/ or Torres Strait Islander applicants</i>		

POSITION OVERVIEW

The Ranger Coordinator Kulumindini is responsible for establishing and leading the ranger team within the Caring for Country Program and coordinating day-to-day land management activities to support Traditional Owner priorities and program work plans.

The role provides operational supervision, mentoring and capability development to strengthen ranger skills and confidence while ensuring activities are delivered safely, effectively and in compliance with organisational policies, contractual requirements and work health and safety standards. The position maintains respectful working relationships with Traditional Owners and stakeholders and operates within delegated people, financial and governance frameworks, escalating matters outside delegation.

KEY RESPONSIBILITIES

LEADERSHIP

- Supervise the Kulumindini Ranger unit in alignment with organisational values, cultural expectations and conduct standards.
- Create and maintain a respectful and culturally safe team environment.
- Provide clear daily direction and task allocation and operational guidance.
- Support staff wellbeing and encourage positive team participation.
- Support ranger capability development through mentoring, skills transfer and on-Country learning.
- Model safe, accountable and acceptable behaviour in all work activities.

STAKEHOLDER ENGAGEMENT

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model and section deliverables
- Work alongside Traditional Owners to support delivery of Caring for Country priorities and culturally informed decision-making at the operational level.
- Maintain professional working relationships with internal and external stakeholders as relevant to the Kulumindini Ranger unit deliverables.
- Escalate complex or sensitive matters to the Regional Program Coordinator- Borroloola Barkly.

UNIT SERVICE OPERATIONS

- Coordinate and monitor day-to-day activities in accordance with the Kulumindini operational work plans, including, but not limited to, activities such as weed and fire management, biodiversity monitoring, feral animal control, cultural site support and fee-for-service work.



- Ensure services are delivered accurately and on time as per the Kulumindini annual work plan
- Maintain operational administration, documentation, reporting and record-keeping tasks to required standards.
- Maintain compliance with relevant policies and procedures.
- Identify operational issues and escalate where required.

PEOPLE MANAGEMENT

- The role is responsible for supervising the unit workforce and supporting performance at an operational level. It acts within the Management Levels of Authority and is responsible for:
 - Day-to-day supervision of staff.
 - Providing feedback and addressing routine performance matters.
 - Managing attendance and leave within delegation.
 - Operational workforce coordination, including roster planning and short-term resource allocation.
 - Supporting recruitment processes as required.
 - Support structured on-the-job learning, mentoring and development opportunities for rangers.
- Escalate formal conduct processes, complex performance issues, establishment changes and longer-term workforce planning to the Regional Program Coordinator Borroloola Barkly.

WORK HEALTH AND SAFETY

- Promote safe work practices within the unit.
- Ensure compliance with safe work procedures.
- Monitor and report hazards or incidents.
- Support implementation of WHS requirements within the unit.
- Escalate significant or systemic WHS risks.
- The role is responsible for WHS implementation within the unit but does not hold section-level WHS accountability.
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AUTHORISATIONS & ACCOUNTABILITIES – INFORMATION SECTION

Financial Authorisation - Band 6

- Approve routine operating expenditure within unit allocation and authorisation.
- Support procurement processes within approved budget.
- Monitor expenditure within unit responsibilities.
- Escalate budget pressures or financial risks to the Section Manager.

Governance Accountability

- Ensure compliance with policies and procedures in day-to-day operations.
- Maintain accurate documentation and reporting at unit level.
- Escalate compliance or control issues to the Section Manager.

Decision-Making Authority

- Make operational decisions within established procedures.
- Allocate daily tasks and resources.
- Apply policies as written.
- Escalate matters requiring policy interpretation or financial discretion beyond delegation.
- Decision autonomy is operational and bounded by established frameworks.



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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- At least two (2) years' experience in conservation and land management, including supervising staff, coordinating on-ground activities, and managing workplace health and safety and assets in a remote setting.
- Sound understanding of Aboriginal land management issues, cultural protocols and working respectfully with Traditional Owners.
- Strong cross-cultural communication and interpersonal skills, with the ability to build productive relationships with Traditional Owners, community members and stakeholders.
- Experience coordinating contracts, projects or fee-for-service activities with external partners.
- Functional computer skills, including use of Microsoft Office and routine administrative and reporting tasks.
- Ability to prepare clear written documentation such as activity reports, operational records and basic correspondence.
- Ability to work in remote outdoor environments and actively participate in ranger activities on Country.
- Current Northern Territory manual driver's licence with experience in remote four-wheel-drive travel and working in remote operational environments, including around light aircraft.

DESIRABLE REQUIREMENTS

- Certificate IV or higher qualification in Conservation and Land Management or a related field.
- Experience supporting ranger training, mentoring or workforce development.
- Project coordination experience, including contributing to funding applications, work planning or reporting.
- Understanding of pastoral, conservation or natural resource management operating environments relevant to the region.?
- Experience working with Indigenous ranger programs or community-based land management initiatives