



Position Title:	Graphics and Communications Officer	Position No:	DS43
Group:	Governance, Strategy & Communications	Service Area:	Media & Communications
Reports to:	Senior Media & Communication Officer	Direct Reports:	Nil
Classification Level	Administration Officer 6 - ASO6		
Location:	Darwin	Date Approved:	March 2026
Special Measures:	<i>Yes -Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Graphics and Communications Officer will play a key role in strengthening the Northern Land Council's (NLC's) brand by creating clear, engaging and accessible visual content.

The role designs graphics for print, digital, social media platforms, events and internal communications ensuring all materials align with NLC's brand standards and is culturally appropriate. Working closely with the Media and Communications team and other internal stakeholders, the officer translates complex information into simple, high-quality visual products that support communication and engagement across the organisation.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Design & Content Production
 - Lead the design and production of high-quality graphics for print, digital, social media and events.
 - Develop templates, layouts and design assets that support consistent branding across the organisation.
 - Prepare files for print, digital delivery and publication including Land Rights News.
 - Provide design advice to staff and support them to use templates effectively.
 - Plan schedule and track design and related tasks.
 - Oversee the layout of the quarterly publication of Land Rights News.
 - Manage the layout, design and printing of NLC publications such as the NLC History coffee-table book.
- Brand & Visual Identity Management
 - Apply and maintain NLC brand standards across all materials.
 - Review and update brand guidelines as required.
 - Provide advice on correct use of branding, templates and visual standards.
 - Maintain and refine brand assets, imagery and style elements.
- Collaboration & Stakeholder Engagement
 - Work closely with the Media and Communications team to meet project needs around graphics.
 - Liaise with external suppliers such as printers, photographers and design vendors.
 - Manage competing deadlines and provide updates to internal stakeholders including senior management.
 - Translate technical or complex information into simple and engaging visual formats.
- Digital & Multimedia Support
 - Develop visual assets for websites, social media and digital campaigns.
 - Support video projects with titles, lower thirds and graphic elements.
 - Conduct basic image editing, retouching and formatting.
 - Maintain organised design files, asset libraries and version control using NLC systems
- Organisational Conduct and Compliance
 - Ensure all outputs comply with copyright, licensing and procurement requirements



- 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

- Diploma in Graphic Design or a related field or work experience covering graphic design.
- Minimum two (2) years' professional graphic design experience with a strong creative portfolio.
- Advanced proficiency in Adobe Creative Cloud (Illustrator, InDesign, Acrobat) and Microsoft Office suite.
- Demonstrated experience delivering multiple projects under time pressure with high attention to detail.
- Excellent knowledge of layout, typography and pre-press requirements.
- Ability to create culturally appropriate visual content and tell stories through design.
- 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.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Experience working in Aboriginal organisations or in remote/regional contexts.
- Knowledge of Northern Territory communities, geography and cultural contexts.
- Photography skills, including basic editing and asset management.