



Position Title:	Implementation Officer	Position No:	SUN001
Group:	Land and Sea Management	Service Area:	Community Planning & Development (CP&D)
Reports to:	Manager Community Planning & Development	Direct Reports:	2 x Job Readiness Officers
Classification Level	Senior Professional Officer - SPO		
Location:	Elliott or Tennant Creek	Date Approved:	March 2026
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Implementation Officer is responsible for monitoring and delivering all obligations set out in the agreements with SunCable relating to the solar generation site at Powell Creek Station in the Barkly region. This includes supporting Native Title Holders (NTHs) from the Walanyirri, Bamayu and Jangirulu groups to understand, access, and realise the opportunities and benefits outlined in the agreements.

The role will also work closely with SunCable and NTHs to maximise outcomes under the agreements by helping to establish effective governance arrangements, ensuring compliance with agreement conditions, undertaking strategic planning and facilitating successful project outcomes.

KEY RESPONSIBILITIES

LEADERSHIP

- Supervise the unit in alignment with organisational values and conduct standards.
- Create a respectful and culturally safe team environment.
- Provide clear daily direction and task allocation.
- Support staff wellbeing and development.
- Model safe and accountable behaviour.

STAKEHOLDER ENGAGEMENT

- Maintain professional working relationships relevant to the unit's work with NLC staff, NLC Council members, SunCable and external stakeholders including Government, Industry and Professional Associations and community organisations.
- Communicate clearly with internal stakeholders and clients.
- Escalate complex or sensitive matters to the Manager Community Planning and Development.

UNIT SERVICE OPERATIONS

- Day to day planning of the implementation requirements (including finance and human resources) in compliance with relevant legislation, agreement conditions and the NLC's policies and procedures.
- Work collaboratively and maintain effective and productive working relationships with NTHs, SunCable, contractors and all stakeholders in relation to the administration, implementation, and monitoring of the agreements for the solar generation site.
- Work with SunCable to establish and support a Project Committee consisting of NTHs, SunCable and the NLC and support the coordination of regular meetings of the committee as prescribed within the agreements.
- Support the activities of the Project Committee, along with any other committees established to support the implementation of the agreements.



- Work closely with NTHs, SunCable and on-site contractors to protect the environment and culturally significant sites across the project's footprint on Powell Creek station as prescribed within the agreements.
- Provide advice to SunCable and their contractors in relation to NTHs and local Aboriginal business participation in the proposed construction of the solar generation site and ancillary infrastructure.
- Assist NTHs and local Aboriginal business' in taking advantage of the business opportunities included in the agreements.
- Facilitate planning, development and ongoing delivery of capacity-building programs for NTHs, to maximise business, employment, training and contracting opportunities associated with all aspects of the solar generation site construction and operation.
- Assist and support any other activities identified in the agreements and undertake agreement compliance activities as prescribed within the agreements.
- Provide accurate and timely advice to Senior Management on issues impacting and affecting the region, including, but not limited to: environmental, social, economic development and political environment.
- Maintain administrative and record keeping task to a high standard.

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.
 - Identifying development needs and supporting on-the-job learning.
- Escalate formal conduct processes, complex performance issues, establishment changes and longer-term workforce planning to the Manager Community Planning and Development.

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.

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 / Service 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 Manager Community Planning and Development.



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

- Qualification in Business, Community Planning & Development or Project Management or a relevant field and/or a minimum of three (3) years' experience working in a comparable position.
- Experience working in a cross-cultural development context, involving capacity building, governance and/or participatory planning methods.
- Experience with business development, contract management and procurement to assist with maximising local and regional business opportunities.
- High-level conceptual, analytical and problem-solving skills, and a capacity to effectively manage staff in a multidisciplinary team environment, including managing Human Resource issues, establishing work priorities and delegating tasks.
- A strong commitment to ethical conduct and maintaining the highest levels of confidentiality.
- Sound written communication skills including submissions, business communication and reporting.
- Strong ICT literacy with a good working knowledge across the Microsoft Office Suite in particular Word, Excel, Outlook and Teams.
- 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, NTH and external organisation) to build productive working relationships.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.
- A current Working with Children Clearance Notice (Ochre Card) or ability to obtain one.

DESIRABLE REQUIREMENTS

- Knowledge of the Northern Land Council and the context in which it operates, and the capacity to meet statutory requirements with regard to consultation with Aboriginal constituents on community development needs and aspirations.
- Knowledge 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).
- Knowledge of SunCable AAPowerLink project.
- Knowledge of the Elliott, Powell Creek and Barkly region and the surrounding communities.