



Position Title:	Women's Engagement Coordinator	Position No:	WREP01
Group:	Land and Sea Management	Service Area	Business Strategy and Performance (Land & Sea programs)
Reports to:	Manager – Business Strategy and Performance	Direct Reports:	Women's Ranger Mentor
Classification Level	Senior Professional Officer A - SPOA		
Location:	Darwin	Date Approved:	April 2026
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Position</i>		

POSITION OVERVIEW

The Women's Engagement Coordinator leads activities that support more Aboriginal women to join, stay and grow in the Northern Land Council's (NLC) Caring for Country (CFC) Rangers Program. The role provides professional leadership in the design, implementation and evaluation of the NLC's Women's Ranger Strategy 2026–2030.

The coordinator applies specialist knowledge to influence organisational policy, workforce design and cultural safety frameworks to improve participation, retention and leadership pathways for Aboriginal women in CFC programs and works closely with ranger groups, cultural advisors and the Women's Ranger Mentor.

KEY RESPONSIBILITIES

LEADERSHIP

- Lead the development, implementation and continuous improvement of the NLC Caring for Country Women's Ranger Strategy including translating research into organisational frameworks and operational models.
- Provide professional supervision to the Women's Ranger Mentor including setting professional standards, guiding engagement methodologies and ensuring alignment with Aboriginal women's leadership and workforce development practice.
- Act as the NLC's subject matter expert on women's participation, cultural safety and leadership development within the Indigenous Land and Sea Management sector.
- Engage with Traditional Owner leadership to provide high-level direction for women's engagement in CFC employment.
- Model respectful, safe and accountable behaviour in all work activities.
- Support women for mentoring programs to be mentees and have a mentor.
- Support staff wellbeing and development.

STAKEHOLDER ENGAGEMENT

- Represent the NLC as a professional advisor with internal teams and external organisations that address Aboriginal women's workforce participation, cultural safety and leadership development.
- Use clear, plain language communication that supports women's participation in the CFC programs.
- Hold regular meetings to update on progress, networking and opportunities for women rangers.
- Escalate complex or sensitive matters when required to the Manager-Business Strategy and Performance.



UNIT SERVICE OPERATIONS

- Develop and implement operational plans for the NLC's Women's Ranger Support Program.
- Develop and coordinate annual and seasonal program plans supporting women rangers across ranger groups and Indigenous Protected Areas (IPAs).
- Advocate for and develop networks and partnerships including funding opportunities, both internally and externally, focused on delivery of outcomes.
- Coordinate logistics for mentoring activities, cultural camps and women advisory group meetings.
- Identify and address systemic barriers to women's participation including access to training and vehicles.
- Develop practices that support women's needs in CFC operations.
- Input into ideas that create a culturally safe workplace for Aboriginal women.
- Support women's participation goals and identify opportunities for leadership.
- Monitor program delivery, participation and retention outcomes for women rangers.
- Hold regular meetings to review progress and opportunities for women rangers.
- Assist women who prefer speaking with female staff about workplace issues.
- Support flexible work and training arrangements for women rangers.
- Support women to apply for leadership training in accordance with procedure to develop leadership skills and career progression.
- Prepare high level professional advice, briefings and analysis on women's participation outcomes, systemic barriers and recommended policy or program interventions aligned to Closing the Gap Priority Reforms.
- Explore funding opportunities and organise women focused events including engaging women trainers.
- Integrate women's issues into the Learning on Country (LoC) program.

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-Business Strategy and Performance.

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 Business Strategy and Performance 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 Business Strategy and Performance 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

- Relevant tertiary qualifications in social sciences, community development, indigenous studies, gender studies, public policy and/or relevant experience in leading people and teams in a culturally safe way.
- Strong understanding of cultural practices, kinship and Aboriginal Languages.
- Demonstrated application of professional theory or frameworks in culturally responsive workforce or community engagement practice.
- Knowledge of issues affecting Aboriginal women in the NT.
- Strong mentoring skills including active listening, empathy and constructive feedback.
- 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.
- Ability to manage workload, meet deadlines and solve problems.
- Experience with budgets, procurement and financial reporting.
- Computer skills and other relevant software including use of Microsoft Office and ability to prepare clear written documentation such as activity reports, operational records and basic correspondence.
- Current Northern Territory driver's licence with experience in remote 4WD travel and a willingness to undertake travel to remote areas using 4WD vehicles or light aircraft.
- Working With Children Clearance or ability to obtain one.

DESIRABLE REQUIREMENTS

- Knowledge of support service providers available to refer women to should they require a service after hours.
- Demonstrated experience in the Indigenous Land & Sea Management sector.