



Position Title:	Regional Project Officer - CFC	Position No:	NT21
Group:	Land and Sea Management	Service Area:	Caring for Country
Classification Level:	Professional Officer 2 (PO2)		
Reports to:	Darwin Daly Regional Program Coordinator	Direct Reports:	Nil
Special Measures:	<i>No - Not Applicable</i>		
Location:	Darwin	Date Approved:	February 2026

POSITION OVERVIEW

The Regional Project Officer position is responsible for providing support toward effective delivery of the Darwin Daly Regionally based Caring for Country (CFC) land and sea ranger team operations, working closely with the Darwin Daly Regional Program Coordinator.

This position is also responsible for providing operational support to Darwin and Regionally based CFC teams in ensuring the effective delivery of CFC programs. This would include providing technical support on land and sea management programs, resolving day-to-day operational and logistics challenges, providing guidance and capacity building as well as assisting in the completion of reporting for funding partners and feedback loop to Traditional Owners (TOs).

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Assist in the management and coordination of land and sea ranger projects by providing guidance, operational support, and day-to-day planning to ensure program objectives are met, including effective supervision, logistics and community engagement.
- Support ranger coordinators and teams through the ongoing use of CFC Adaptive Management tools (including AirTable and SMART), and liaise with the Adaptive Management Unit to maintain and update Healthy Country Planning priorities.
- Deliver training, mentoring, and technical support to build ranger capability in spatial data, mapping and use of project information to support fire management, feral animal and weed control and other land and sea management activities.
- Coordinate annual training and workforce development plans, identifying capability gaps and supporting ranger team delivery through effective planning and logistics.
- Manage operational resources, assets, procurement and budgets to support regional programs, and contribute to accurate and timely reporting in line with funding agreements and organisational standards.
- Assist in the management and coordination of land and sea ranger projects by providing guidance, operational support, and day-to-day planning to ensure program objectives are met, including effective supervision, logistics and community engagement.
- 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 (Note these are must haves for shortlisting)

- Completion of qualifications in natural resource management or similar related field, and/or least three years relevant land management or supporting role experience
- Experience managing programs assets including infrastructure, accommodation, plant and equipment.
- Sound cross-cultural communication skills and understanding of the relevant regional cultural norms and customs.
- Ability to develop and maintain effective working relationships with Aboriginal and/or Torres Strait Islander people, communities and organisations to ensure all work undertaken is culturally safe and appropriate.
- Sound ICT literacy and the ability to produce timely, clear, concise and informative reports for a range of purposes to suit the intended audience.
- Demonstrated project and time management skills with a focus on administration, technical input, logistics, annual work and budget planning and reporting.
- Ability to work as part of a small team with limited or remote supervision and a track record in building partnerships, developing and mentoring people.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC regions.
- Basic understanding of mapping and GIS systems and familiar with using QGIS, Avenza maps and spatial data.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicles, light aircraft, ATV's and small vessels.

DESIRABLE REQUIREMENTS (could or should haves)

- 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.)
- Knowledge and understanding of NT cultural, agricultural and conservation land management issues