



Position Title:	Environmental Sustainability Officer	Position No:	GC12
Group:	Governance, Strategy and Communications	Service Area:	Governance, Compliance and Risk
Reports to:	Governance Lead (GC09)	Direct Reports:	Nil
Classification Level	Administration Officer 5 (AS05)		
Location:	Darwin, Gove	Date Approved:	May 2026
Special Measures:	<i>Priority Consideration Aboriginal and/or Torres Strait Islander Position</i>		

POSITION OVERVIEW

The Environmental Sustainability Officer will collaborate with internal stakeholders to embed the Australian Government's environmental and sustainability regulations and reporting frameworks throughout the Northern Land Council (NLC). This role is responsible for overseeing the implementation of these regulations and ensuring compliance with reporting obligations. It also contributes to the development of governance frameworks that align with relevant legislation and policy requirements.

Key responsibilities include supporting the integration of environmental sustainability into the NLC's Annual Report, APS Zero Emissions Reporting, and corporate and strategic planning processes. Additionally, the role will assist the Governance, Compliance and Risk Service Area (GCR) by managing and monitoring control documents, coordinating Parliamentary and quarterly performance reporting, and maintaining key governance registers and processes.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Develop and coordinate the implementation of corporate environmental sustainability policies, procedures, frameworks and strategies.
- Monitor compliance to environmental legislation, including the Net Zero in Government Operations Strategy, and Commonwealth Climate Disclosure Policy.
- Maintain and update environmental reporting registers, including the Australian Government Emissions Reporting.
- Provide advice on corporate environmental sustainability obligations and prepare reports and briefings.
- Develop relationships with external agencies, such as the Climate Action in Government Operations (CAiGO), to ensure the NLC is informed on environmental decision-making.
- Provide input into planning, reporting and development of policy and procedure documents from a corporate environmental sustainability perspective.
- Support the delivery of projects and activities led by the GCR team, including assisting with drafting and review of policies and procedures, planning and reporting cycles, and training.
- Contribute to a culture of good governance and compliance across the NLC.
- Provide meeting coordination and support, including minute-taking, database management and drafting a range of documentation including briefing notes, templates, forms and correspondence.
- Ensure all workplace program risks identified are reported and supported where risk mitigation processes required in the circumstances are effectively mitigated, and perform all work in a safe way and report any maintenance needs, dangers, accidents, injuries, or incidents in accordance with NLC policy.
- 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

- Minimum Certificate IV in Business Administration, or equivalent experience in a similar role.
- Minimum two (2) years' experience in a similar role in the areas of governance, compliance, environmental sustainability, quality assurance or corporate policy development.
- 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.
- Sound written communication skills including ability to interpret data, prepare reports and submissions.
- Ability to understand the legislative and policy context that the NLC operates in.
- Proven ability to facilitate key stakeholder group meetings.
- Experience in co-ordinating and facilitating training fit for purpose, tailored to a diverse range of audiences.
- Ability to understand governance issues and explain them using clear plain English.
- Strong time management and planning skills, with the ability to establish priorities and to plan, coordinate and monitor own work plans to achieve team priorities.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth), the *Native Title Act 1993* (Cth), and the *Public Governance, Performance and Accountability Act 2013* (Cth).
- Experience working with records management systems and project tools such as SharePoint, Content Manager (TRIM), Confluence and Jira.
- Current C Class Drivers Licence.