



Position Title:	Community Planning & Development Project Support Officer	Position No:	CD15
Group:	Land & Sea Management	Service Area:	Community Planning & Development
Reports to:	Program Coordinator – Community Planning & Development (CD10)	Direct Reports:	Nil
Classification Level	Administration Officer 4 – ASO4		
Location:	Darwin or Katherine	Date Approved:	June 2026
Special Measures:	<i>Yes -Designated Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

This position will assist the Project Officers to provide community planning and development support to Traditional Owners (TO's) and native title groups undertaking community projects. This will include providing meeting, administration and logistical support to enable TO's to undertake planning, projects and make strong informed decisions for their future.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Assist Project Officers to organise and conduct meetings, including recording meetings/consultations and decisions.
- Assist the Project Officers to provide TO's and native title holders information in Plain English (or local language) to assist with their informed decision-making.
- Assist with the processing of invoices and other administrative tasks.
- Provide logistical support for CP&D activities and projects within the NLC region.
- Assist with monitoring, evaluation and learning from community projects including collecting data and engaging with TO's, native title holders and community researchers.
- 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

- Certificate IV in a Business, project management or community development related field and/or relevant equivalent experience.
- Minimum of one (1) year experience working in a similar role.
- Sound ICT literacy including use of information management software and systems and Microsoft Office 365.
- Proven writing skills and the ability to produce clear and concise documents, including, but not limited to, meeting notices, agendas, minutes and other project and meeting related documents.
- Demonstrated 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.
- Demonstrated knowledge of the cultural, political, economic and social issues affecting Aboriginal people in the Top End of the Northern Territory.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel and safely drive a manual 4WD vehicle.

DESIRABLE REQUIREMENTS

- 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 of Kriol or other Aboriginal languages.
- Experience working in an Aboriginal or community-based decision-making context, preferably involving participatory planning.