



Position Title:	Project Coordinator	Position No:	R106
Group:	Regional Development	Service Area:	Regional Operations
Reports to:	Manager, Land Use Management	Direct Reports:	Nil
Classification Level	Senior Officer Grade B (SOGB)		
Location:	Darwin or Katherine	Date Approved:	July 2026
Special Measures:	<i>Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

Based in the Regional Development Group, this position is responsible for overseeing project administration activities under the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) (**ALRA**) with the management of s19 ALRA Land Use Expressions of Interests and Land Use Agreements related to our Land Use Management Unit.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Project management of third- party Expressions of Interest for land use on Aboriginal land in accordance with ALRA and NLC policies and procedures.
- Work collaboratively within a multi-disciplinary project team (Legal, Anthropology, GIS and Regional staff) to complete assessments of proponents and their proposals/ and progressing matters efficiently.
- Lead the multi-disciplinary project team to broker negotiations between Traditional Owners, Aboriginal groups and third parties in managing land use activities on Aboriginal land and finalise consultation outcome reports.
- Assist with compliance activities associated with the administration of ALRA Agreements.
- Develop and maintain effective working relationships with NLC staff, Regional Council members and external stakeholders, such as: Government; Industry and Professional Associations; community organisations and the general public in promoting the interests of the NLC.
- Manage and coordinate administrative and staffing requirements associated with event planning, managing travel, payments, accommodation and meeting facilitation.
- Liaise with Managers to prioritise and facilitate the effective implementation of NLC projects and programs in line with the NLC strategic plan within the regions.
- Provide accurate and timely advice to Managers on issues affecting the region, including but not limited to: environmental, social, economic development and political environment.
- Assist with the management of operational budgets and cost recovery activities, administering in line with NLC financial and human resource delegations and instructions to meet financial and performance reporting requirements.
- Prepare clear, concise and informative high-level documentation such as funding submissions, proposals, internal briefs and reports on any matters relevant to the responsibilities of the NLC within the region.
- Undertake remote field work and remote travel, with the ability to remain over night or stay in the field for extended periods to conduct NLC business.
- 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

- Bachelor of Business Administration, Management or a related field and/or minimum of four (4) years relevant experience in a related industry or sector working in project management and administration, land management and management of budgets.
- A minimum of two (2) years practical experience coordinating and facilitating project administration.
- 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.
- Experience in financial planning and management including budgeting, cost recovery and corporate credit management in alignment with organisation systems and processes.
- Proven experience in undertaking negotiations and consultations, conflict resolution, contract administration, and effective meeting facilitation.
- Sound written communication skills with the ability to prepare a range of documents fit for purpose, including submissions, business communications and reporting.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- A current NT Driver's licence. Ability to travel to regional and remote areas safely driving a four-wheel drive (4WD) work vehicle on a regular basis.

DESIRABLE REQUIREMENTS

- Understanding of the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) (ALRA) and Native Title Act 1993 (Cth) (NTA) and other legislation relevant to the land interests of Traditional Owners and Aboriginal communities.
- Qualifications in Project Management.