



Position Title:	Community Planning and Development Project Officer – South East Arnhem	Position No:	CD18
Group:	Land and Sea Management	Service Area:	Community Planning & Development
Reports to:	Program Coordinator, Community Planning & Development	Direct Reports:	Nil
Classification Level	Senior Professional Officer (SPO)		
Location:	Darwin or Katherine	Date Approved:	July 2026
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander</i>		

POSITION OVERVIEW

The Community Planning and Development (CP&D) Project Officer is responsible for facilitating strategic planning and research, advocacy, governance and project management support to Aboriginal groups within the NLC region to identify their goals and needs and to strengthen their project, financial and economic management skills. The position supports Aboriginal groups to plan and achieve their own development objectives through a community development approach, emphasising the strategic allocation of their income and other resources on initiatives that generate lasting community benefit.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Facilitate participatory planning and decision making by groups to develop their short- and long-term priorities, manage risks, negotiate strong and sustained benefits and allocate income to address aspirations and priorities.
- Undertake mapping to understand the existing assets, services, social and economic risks and opportunities in communities where we work to avoid duplication and better inform local group decision making.
- Support groups to develop and implement appropriate and effective financial and project governance frameworks.
- Provide quality project and contract management of varied community projects including project conception, feasibility, planning, data management, delivery and evaluation.
- Assist groups to undertake strategic advocacy, foster partnerships and complementary funding arrangements so that benefits achieved might exceed the value of the group's own financial resources.
- Develop project and operational budgets, monitor and manage expenditure and financial reporting to Aboriginal constituents using appropriate financial literacy tools.
- Establish and maintain effective relationships with NLC constituents and staff, as well as government and non-government stakeholders for the effective operation of the CP&D Program.
- Contribute to continuous improvement of the CP&D Program, including application of the CP&D Framework and the CP&D Monitoring, Evaluation and Learning Framework.
- Fulfil all reporting requirements and other communication responsibilities of the position including contributing to submissions, newsletters, reports and briefings.
- 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

- Qualification in Community Development, Project Management, or a related field at the degree level or an equivalent level of experience in a comparable position.
- Minimum of 3 years' experience working in an Aboriginal or community-based decision-making context, preferably involving capacity building, governance or participatory planning.
- Demonstrated skills and experience in end-to-end project and contract management including financial management.
- Demonstrated sound judgement and decision-making skills with the ability to effectively manage conflict, consult and liaise with constituents, community organisations, industry groups and government departments.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- 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.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Experience running projects in remote communities.
- Demonstrated effective negotiation and advocacy skills.
- Professional experience in one or more of the following fields: running a small business, construction, engineering, urban planning, graphic design, tourism, on-country cultural activities, photography.
- The ability and willingness to relocate to a regional location within the NLC region.