



Position Title:	Project Officer – Sea Country	Position No:	DST3
Group:	Land and Sea Management	Service Area:	Sea Country
Reports to:	Sea Country Project Coordinator	Direct Reports:	NIL
Classification Level	Administration Officer 6 – ASO6		
Location:	Darwin	Date Approved:	June 2026
Special Measures:	<i>Yes - Designated Aboriginal and/or Torres Strait Islander Position</i>		

POSITION OVERVIEW

The Project Officer – Sea Country supports the delivery of projects that relate to the use, access and management of Aboriginal sea country. The role provides practical project and administrative support, coordinates meetings with Traditional Owners, and helps deliver activities in remote communities

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide operational, administrative and project coordination support to the Recreational Fishing Lead and Sea Country Project Coordinator across recreational fishing, commercial fishing and fishing tourism on sea country access and agreement management activities.
- Coordinate meetings, travel and logistics for consultations with Traditional Owners and other relevant internal and external stakeholders
- Assist in the administration, monitoring and coordination of sea country programs and Section 19 of the Aboriginal Land Rights Act (Northern Territory) 1976 (Cth) and associated compliance activities
- Prepare and maintain accurate records and project documentation and ensure timely reporting
- Build and maintain respectful working relationships with Traditional owners and internal stakeholders
- Support the implementation and continuous improvement of operational procedures, systems, policies, templates and frameworks relevant to Aboriginal waters, sea country s19 agreements and recreational fishing activities.
- . Support field work and travel to remote locations for community consultations
- Prepare sea country communication materials and information for communities and stakeholders
- 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

- Tertiary qualification in project management, natural resource management, community development or a related field and/or relevant experience in project support, administration or a similar role
- 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 the ability to effectively engage and build productive working relationships with Aboriginal people, communities, government agencies and industry stakeholders.
- Ability to exercise initiative, sound judgement and problem-solving skills in the coordination of administrative and operational activities.
- Ability to prepare business reports for different audience
- Strong organisational skills and ability to manage tasks and deadlines
- Competent computer skills including Microsoft Office applications and records management systems.
- Current C Class Driver Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Knowledge and understanding of the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.), Native Title Act 1993 (Cth.) and legislation relevant to Aboriginal land and sea management.
- Knowledge or understanding of fishing in the Northern Territory, fisheries management or sea country management.
- Experience working with Aboriginal ranger groups, Traditional Owners or remote communities.