



Position Title:	Graphics and Communications Coordinator	Position No:	DS43
Group:	Governance, Strategy & Communications	Service Area:	Media & Communications
Reports to:	Manager, Media and Communications	Direct Reports:	Nil
Classification Level	Senior Professional Officer – SPO		
Location:	Darwin	Date Approved:	July 2026
Special Measures:	<i>Yes -Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Graphics and Communications Coordinator provides professional communication expertise to support the delivery of the Northern Land Council's (NLC's) communication strategy. It is responsible for leading the development and governance of the organisation's visual identity and providing expert advice on the design and presentation of complex information to a range of audiences.

The position applies professional judgement to ensure communication outputs are clear, culturally appropriate and aligned to organisational priorities.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Design & Content Production
 - Provide professional leadership in the application of visual communication standard across the organisation
 - Analyse communication needs and develop design solutions for complex organisational requirements including social media and events.
 - Provide professional advice on the interpretation and application of brand and communication standards
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 - Prepare files for print, digital delivery and publication including Land Rights News.
 - Create a graphics schedule that tracks design tasks and ensures delivery.
 - Work within the media and communications CRM for graphics tasks.
 - Manage the layout of the quarterly publication of Land Rights News, including reviewing current layout and making recommendations for updates.
 - Manage the layout, design and printing of NLC publications such as the NLC History coffee-table book.
- Brand & Visual Identity Management
 - Lead the development, implementation and continuous improvement of the NLC Brand Framework
 - Support staff across the organisation to understand the Brand Guide and provide training, support and guidance on applying the organisation's graphic style.(Build internal capability by advising staff on effective communication design)
 - Review and update brand guidelines as required.
 - Monitor and evaluate communication outputs and recommend improvements
- Collaboration & Stakeholder Engagement
 - Provides expert advice to internal stakeholders, including senior managers, on visual communication approaches
 - Work closely with the Media and Communications team to meet project needs around graphics and utilise the team's existing systems.



- Liaise with external suppliers such as printers, photographers and design vendors.
- Manage competing deadlines and provide updates to internal stakeholders including senior management.
- Work with stakeholders to translate complex or sensitive information into accessible formats.
- **Digital & Multimedia Support**
 - Develop visual assets for websites, social media and digital campaigns.
 - Support video projects with titles, lower thirds and graphic elements.
 - Conduct basic image editing, retouching and formatting.
 - Maintain organised design files, asset libraries and version control using agreed NLC systems
- **Organisational Conduct and Compliance**
 - Ensure all outputs comply with copyright, licensing and procurement requirements
 - Ensure all outputs comply with cultural protocols.
 - 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's degree in graphic design or a related field or work experience covering graphic design.
- Minimum four (4) years' professional graphic design experience with a strong creative portfolio.
- Advanced proficiency in Adobe Creative Cloud (Illustrator, InDesign, Acrobat) and Microsoft Office suite.
- Demonstrated experience delivering multiple projects under time pressure with high attention to detail.
- Excellent knowledge of layout, typography and pre-press requirements.
- Ability to create culturally appropriate visual content and tell stories through design.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills.
- A demonstrated 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 working in Aboriginal organisations or in remote/regional contexts.
- Knowledge of Northern Territory communities, geography and cultural contexts.
- Photography skills, including basic editing and asset management.