



Position Title:	Project Officer - Strategy and Partnerships	Position No:	DST6
Group:	Land & Sea Management	Service Area:	Sea Country
Reports to:	Senior Advisor – Sea Country Strategy and Partnerships	Direct Reports:	NIL
Classification Level	Administration Officer 6 – ASO6		
Location:	Darwin	Date Approved:	August 2026
Special Measures:	<i>Yes - Designated Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Project Officer – Strategy and Partnerships is responsible for supporting the delivery of Sea Country Strategy and Partnerships by coordinating strategic projects, undertaking policy and research activities, preparing high-impact advice and supporting engagement with Traditional Owners, government, industry and other stakeholders.

Working under limited direction, the position contributes to the development and implementation of Sea Country initiatives arising from the Blue Mud Bay High Court Decision (2008), assisting with strategic planning, policy development, partnership projects, consultations and governance activities that strengthen Aboriginal participation in the management, access and sustainable use of Aboriginal waters.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Coordinate and support the delivery of strategic Sea Country projects, ensuring agreed milestones, deliverables and reporting requirements are achieved.
- Undertake research, policy analysis and technical investigations relating to Aboriginal sea rights, marine governance, fisheries management and Aboriginal Waters.
- Prepare high-quality briefing papers, reports, submissions, presentations and policy documents for the sea country leadership team.
- Assist in the development, implementation and review of Sea Country strategies, action plans, policies and operational frameworks.
- Support consultation and engagement with Traditional Owners, ensuring information is prepared accurately and consultation outcomes are documented and implemented.
- Coordinate engagement with Northern Territory and Australian Government agencies, industry, research organisations, land councils, Aboriginal organisations and stakeholders to progress Sea Country initiatives.
- Assist with the negotiation and implementation of long-term fishing access arrangements, incorporating Traditional Owners aspirations for recreational fishing, fishing tourism and commercial fishing access matters and other Sea Country projects.
- Monitor project risks, milestones, budgets and performance measures, providing regular updates and recommendations to the Senior Advisor.
- Coordinate governance requirements for strategic projects, including meeting preparation, agendas, minutes, action tracking and document management.
- Assist in the coordination of Beds and Banks land claim projects and other strategic initiatives requiring collaboration with Anthropology, Legal, GIS and other Service Areas.
- Maintain project records, mapping information, databases and reporting systems to support informed decision-making and organisational accountability.
- Develop productive working relationships across the NLC and contribute to continuous improvement initiatives that strengthen Sea Country service delivery.



- Represent Sea Country at meetings and project officer working groups where appropriate and provide professional advice within delegated authority.
- 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.

Our Land, Our Sea, Our Life



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Relevant tertiary qualification in Aboriginal policy, environmental, marine or natural resource management, project management or a related discipline, or equivalent demonstrated experience.
- Demonstrated experience coordinating projects, programs or policy initiatives in a government, Aboriginal organisation or natural resource management environment.
- Well-developed research, analytical and problem-solving skills with the ability to interpret legislation, policy and technical information.
- Ability to prepare high-impact reports, briefings, submissions and correspondence.
- Strong cross-cultural communication and people skills, with an ability to work effectively with colleagues, constituents and external stakeholders, and build positive working relationships.
- Demonstrated ability to work independently under limited direction while contributing effectively within a collaborative team environment. Including the ability to manage competing priorities and meet deadline.
- High level computer literacy including Microsoft Office and document management systems.
- Demonstrated understanding of, and commitment to, working respectfully with Aboriginal people and supporting self-determination.
- Current NT C Class Driver Licence and willingness to undertake regular remote travel.

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.) and Northern Territory fisheries legislation.
- Experience working with Traditional Owners or Aboriginal organisations.
- Experience in policy development, stakeholder engagement or strategic planning.
- Understanding of Blue Mud Bay and Aboriginal Sea Country management.