



Position Title:	Senior Advisor	Position No:	DS13
Group:	Office of the CEO	Service Area	Office of the CEO
Classification Level:	Senior Professional Officer -SPO		
Reports to:	Director of Leadership	Direct Reports:	Nil
Location:	Darwin	Date Approved:	August 2026
Special Measures:	Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions		

POSITION OVERVIEW

The purpose of this position is to provide organisational leadership and strategic support to the Director of Leadership and Executive Leadership Team, strengthening governance, executive operations, organisational effectiveness and performance. The position provides trusted advice on complex and sensitive organisational matters, supports the resolution of complaints relating to Council and organisational issues, and leads or contributes to strategic initiatives that enhance accountability, continuous improvement and organisational capability.

The position supports the development and continuous improvement of organisational systems, frameworks and governance mechanisms that support delivery of the Northern Land Council (NLC) Strategic Plan. Working with a high degree of professional judgement and collaboration, the role contributes to executive decision-making, organisational planning, and helps ensure emerging risks, issues and opportunities are identified and addressed through evidence-based advice.

The role is an enterprise-wide enabling function that supports business areas without duplicating operational responsibilities. It works in partnership across the organisation to ensure systems, governance frameworks and improvement initiatives enable effective leadership and contribute to organisational performance.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Provide high-level strategic advice to the Director of Leadership and Executive Leadership on organisational capability, governance, organisational effectiveness and the implementation of organisational strategy.
- Support the Director of Leadership by coordinating key initiatives.
- Identify and drive opportunities to strengthen organisational capability through improved systems and processes, continuous improvement, and evidence-informed practice.

STAKEHOLDER ENGAGEMENT AND EXECUTIVE SUPPORT

- Build and maintain effective relationships with Council Members, Traditional Owners, Executive Leadership, government agencies and key stakeholders.
- Oversee the assessment, coordination and resolution of complex, sensitive and high-profile complaints relating to council members and organisational conduct.
- Provide strategic advice and recommendations on stakeholder concerns and emerging issues with potential organisational impact.
- Influence organisational outcomes through collaboration, negotiation and engagement across multiple business areas.
- Lead the preparation and quality assurance of ministerial briefings, executive briefings, governance papers, submissions and correspondence.



- Coordinate responses to complex strategic issues requiring executive consideration and decision-making.

SERVICE DELIVERY -

- Facilitate enterprise coordination of strategic priorities and initiatives to support alignment between strategy, governance and operational delivery.
- Facilitate cross-functional collaboration to remove barriers to strategy execution and improve organisational performance.
- Ensure initiatives are delivered in accordance with relevant legislation, policy and governance requirements.
- Research, analyse and synthesise complex information to support executive decision-making.
- Monitor emerging organisational risks, issues and opportunities and provide timely strategic advice.
- Promote a culture of continuous improvement by supporting innovation, organisational learning and effective implementation of organisational priorities.
- Monitor legislative and regulatory changes and advise on implications for organisational systems, governance arrangements and compliance requirements.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Actively promote workplace health and safety principles and contribute to maintaining a safe and inclusive work environment.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Relevant degree-level qualifications in Public Policy, Governance, Business Management or a related field.
- Significant experience providing high-level strategic advice in a government, statutory authority, Aboriginal organisation or similarly complex environment.
- Experience managing complex complaints, governance matters and strategic projects.
- Demonstrated success leading organisational improvement, governance, transformation or strategic performance initiatives.
- 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 strengthening organisational systems, governance arrangements, organisational frameworks, or enterprise capability initiatives.
- Exceptional written communication skills with experience preparing ministerial and executive briefings, and the ability to produce clear, accessible documents for diverse audiences.
- Strong professional integrity and judgement, especially when managing sensitive issues or representing the organisation.
- Ability to engage respectfully and effectively in Aboriginal and Torres Strait Islander workforce contexts, including regional and remote communities.
- Proven organisational skills with the ability to work independently under limited direction, prioritise competing demands and meet deadlines that may change at short notice.
- Proficiency in Microsoft Office Suite and other business administration tools.
- Current NT driver's 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 relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (NT) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- A thorough understanding of the Aboriginal political and historical impacts upon policy developments in NT and nationally in relation to Aboriginal land rights, housing and Aboriginal land use.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.