



Position Title:	Project Coordinator – Permits, Agreements & Compliance Team (PACT)	Position No:	R05
Group:	Governance, Strategy & Communications	Service Area:	Permits, Agreements & Compliance Team (PACT)
Reports to:	Manager – Permits, Agreements & Compliance Team (PACT)	Direct Reports:	GP02 & GP03 – Permit Officers GP04 – Compliance Officer (Investigations) GP05 & GP06 – Permit Compliance Officers (Rangers)
Classification Level	Senior Officer Grade B - SOGB		
Location:	Darwin	Date Approved:	August 2026
Special Measures:	<i>No - Not Applicable</i>		

POSITION OVERVIEW

The Project Coordinator – Permits, Agreements & Compliance Team (PACT) is responsible for leading and coordinating operational compliance activities relating to Aboriginal land access permits, Section 19 Land Use Agreements and other land use matters across the Northern Land Council (NLC) region. The role ensures compliance with legislative, regulatory and contractual obligations through effective management of compliance monitoring, complaints, investigations and operational reporting activities.

Working within a complex legislative and cross-cultural environment, the position provides section leadership, operational oversight and governance support to protect the rights and interests of Traditional Owners and deliver consistent compliance outcomes.

KEY RESPONSIBILITIES

LEADERSHIP

- Lead the section in alignment with organisational values, conduct standards and strategic priorities.
- Create a respectful, culturally safe and high-performing team environment.
- Provide leadership, clear direction, coaching and support to staff.
- Promote accountability, wellbeing, capability development and continuous improvement for staff.
- Model safe, ethical, professional and accountable leadership practices.

STRATEGY AND PLANNING

- Translate Service Area priorities into operational plans and work programs.
- Contribute to business planning, reporting and continuous improvement activities
- Identify opportunities to Improve compliance systems, processes and service delivery.
- Monitor section performance against agreed objectives and implement corrective action where required.
- Contribute operational advice and insights to service area planning and priorities

STAKEHOLDER ENGAGEMENT

- Develop and maintain productive relationships with internal and external stakeholders.
- Provide advice and guidance on compliance, permit and land access matters within area of responsibility
- Engage respectfully with Traditional Owners where relevant to the section's remit.
- Represent the section at operational meetings, forums and stakeholder engagements.



- Manage stakeholder enquiries and escalate complex, high-risk or politically sensitive matters to the Manager – Permits, Agreements & Compliance Team.

SECTION OPERATIONS

- Lead and coordinate compliance activities relating to permits, agreements and Section 19 Land Use Agreements and land access matters.
- Managing and escalating complaints relating to non-compliant permit conditions, unauthorised access and other activities occurring on Aboriginal land, ensuring appropriate assessments, escalation and resolution.
- Assist the Manager and Compliance Officer (Investigations) in undertaking investigations into activities that may be in breach of the Aboriginal Land Rights (NT) Act 1976 (Cth) and the Aboriginal Land Act 1978 (NT)
- Assist in consolidating and streamlining functions across permits, agreement, complaints and investigation activities.
- Develop and maintain operational procedures, systems and controls that support consistent compliance outcomes and continuous improvement.
- Maintain the Incident Management Register and contribute to the review and enhancement of investigation policies, procedures and operational standards.
- Provide technical advice and operational support to Permit Officers and other staff involved in permit administration and compliance activities.
- Undertake permit system activities including handling enquiries, receipting, processing and issuing Research and Media permits; maintaining the delegates' register; and managing compliance and permit related issues.
- Monitor legislative and policy requirements and ensure operational practices remain current and compliant.
- Prepare reports, briefs, recommendations and correspondence, to support operational decision making.
- Work collaboratively with Rangers, Regional Development staff, Legal, Anthropology and GIS teams to deliver coordinated compliance outcomes.
- Coordinate operational resources, equipment and records in accordance with organisational requirements.
- Support implementation of organisational and service area change initiatives.

PEOPLE MANAGEMENT

- The role is accountable for section workforce performance but does not determine whole-of-service workforce architecture. It acts within the Management Levels of Authority and is accountable for:
 - Performance management of direct reports, including setting expectations, providing feedback, managing underperformance and recognising achievement.
 - Managing conduct, attendance and capability matters within delegation, including initiating formal processes where required.
 - Workforce planning within the section, including identifying capability gaps and resourcing needs.
 - Recruitment and selection processes within approved delegation and establishment.
 - Supporting development and succession planning within the section.
 - Implementing organisational people initiatives and change processes within the section.
- The role applies judgement in interpreting and applying people policies and procedures and escalates complex, high-risk or sensitive matters to the Manager – Permits, Agreements & Compliance Team. or People & Culture where required.



WORK HEALTH AND SAFETY

- Promote and maintain a safe and healthy work environment within the section.
- Ensure compliance with the organisation's WHS Management System and legislative obligations.
- Monitor and address safety risks and incidents within the section.
- Ensure staff understand and meet their WHS responsibilities.
- Escalate significant or systemic WHS risks.
- Accountable for WHS implementation and compliance within the section.

AUTHORISATION & ACCOUNTABILITIES – INFORMATION SECTION

Financial Delegation - Band 5

- Approves operating expenditure within the section's budget and Financial Authorisation (Band 5).
- Approves procurement and capital expenditure within the approved budget and Financial Authorisation.
- Monitors section budget performance.
- Contributes to the development of the section budget.

Governance Accountability

- Accountable for overall section compliance with legislative and policy requirements.
- Accountable for accurate reporting and effective maintenance of internal controls within the section.
- Escalates enterprise or cross-service risks to the Manager – Permits, Agreements & Compliance Team.

Decision-Making Authority

- Makes operational decisions within established frameworks.
- Applies professional judgement in policy interpretation.
- Allocates section resources within approved budget.
- Escalates matters outside delegation or high-risk issues.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Relevant tertiary qualifications and/or practical experience managing investigations, gathering evidence, and analysing information.
- Experience managing investigations, compliance activities, complaints or enforcement programs.
- Sound knowledge of current compliance and enforcement approaches relating to Aboriginal land, with the ability to put plans into action and achieve compliance objectives.
- Experience managing budgets and financial processes, while maintaining confidentiality and handling sensitive information appropriately.
- A good understanding of, and genuine interest in, the lived experiences of Aboriginal people across the NLC region.
- Strong cross-cultural communication and people skills, with an ability to work effectively with colleagues, constituents and external stakeholders, and build positive working relationships.
- Proven leadership experience delivering high-quality operational outcomes in a regulatory compliance environment.
- Proven experience managing staff performance, workforce planning and team capability development.
- Strong organisational skills, with the ability to plan, coordinate and manage activities while making effective use of available resources.
- Strong written communication skills, with the ability to prepare clear, concise and informative documents for a range of audiences, including project plans, briefings, reports and internal memorandums.
- Experience working in field-based operations, including an understanding of workplace health and safety requirements.
- Proficient in the use of IT systems including Microsoft Office and database management systems, or the ability to quickly learn new systems.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- A current Northern Territory Driver's licence (or the ability to obtain one prior to commencement) and willingness to regularly travel to regional and remote areas and safely operate a manual 4WD vehicle.

DESIRABLE REQUIREMENTS

- Understanding of the Aboriginal Land Rights (NT) Act 1976 and other legislation relevant to the land interests of traditional owners and Aboriginal communities, as managed by the NLC.
- Certificate IV in Government Investigations