



Position Title:	Senior Community Planning and Development Project Officer	Position No:	CD20
Group:	Land and Sea Management	Service Area:	Community Planning & Development
Reports to:	Program Coordinator, Community Planning & Development	Direct Reports:	Nil
Classification Level	Senior Professional Officer (SPO)		
Location:	Darwin or Katherine	Date Approved:	August 2026
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Senior Community Planning and Development (CP&D) Project Officer is responsible for leading the facilitation, planning and end-to-end delivery of large-scale, complex and multi-year community development and infrastructure projects across the NLC region.

The role supports Aboriginal groups to identify, design, prioritise and implement major projects that deliver long-term social, cultural, environmental and economic outcomes. This includes coordinating feasibility, governance, funding and delivery of projects aligned to community aspirations.

The position provides high-level project leadership, ensuring projects are effectively planned, resourced and delivered on time, within scope and budget, while maintaining culturally appropriate engagement and decision-making processes with Traditional Owners.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Facilitate participatory planning and decision-making processes enabling groups to identify, prioritise and design large-scale, infrastructure and multi-year community development projects aligned to long-term aspirations.
- Lead engagement with Aboriginal groups regarding large-scale and infrastructure-related developments, supporting informed decision-making on impacts, risks, opportunities and long-term benefits.
- Provide end-to-end leadership and management of large-scale and multi-year projects, including:
 - project scoping and feasibility
 - business case development
 - procurement and contracting
 - project scheduling and milestone tracking
 - risk and issue management
 - monitoring, evaluation and reporting
- Undertake mapping and analysis to identify community assets, infrastructure gaps, service needs, and development opportunities to inform strategic project planning.
- Support the design and implementation of effective governance and financial management frameworks that enable oversight and delivery of complex projects and infrastructure investments.
- Deliver high-quality project and contract management of large-scale and infrastructure-focused projects, ensuring achievement of agreed scope, timelines, budgets and outcomes.
- Lead the development and management of multi-year project budgets, including financial forecasting, monitoring expenditure and reporting to Aboriginal constituents using appropriate financial literacy tools.



- Identify, develop and coordinate funding opportunities and partnership arrangements, including grants, co-investment and strategic collaborations with government and industry stakeholders.
- Establish and maintain effective relationships with NLC constituents and staff, as well as government and non-government stakeholders for the effective operation of the CP&D Program.
- Contribute to continuous improvement of the CP&D Program, including application of the CP&D Framework and the CP&D Monitoring, Evaluation and Learning Framework.
- Fulfil all reporting requirements and other communication responsibilities of the position including contributing to submissions, newsletters, reports and briefings.
- 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 Community Development, Project Management, Infrastructure Planning, Engineering, or a related field, or equivalent demonstrated experience.
- Demonstrated experience leading the delivery of large-scale, complex and/or multi-year projects, preferably involving infrastructure, capital works or community development initiatives.
- Proven experience in end-to-end project and contract management, including procurement, budget management, multi-year financial planning, reporting and project delivery within agreed timeframes and budgets.
- Experience managing multiple concurrent projects and significant project budgets, including multi-year financial planning and reporting.
- Demonstrated ability to develop and implement project governance frameworks, manage project risks, resolve complex issues and ensure effective project controls and reporting.
- Highly developed stakeholder engagement and relationship management skills, with demonstrated experience working collaboratively with Aboriginal communities, government agencies, industry partners, funding bodies and other key stakeholders to achieve project outcomes.
- Demonstrated high-level communication, consultation, negotiation and influencing skills, with the ability to build productive relationships, manage competing interests and effectively resolve conflict across diverse stakeholder groups.
- Demonstrated sound judgement, initiative and decision-making skills, with the ability to prioritise competing demands and operate effectively in complex and changing environments.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated high level cross-cultural, interpersonal, verbal communication, negotiation and influencing 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.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Understanding of the social, cultural, economic and governance context affecting Aboriginal communities in the Northern Territory.
- Experience delivering infrastructure or capital works projects in remote or regional communities.
- Professional experience in one or more of the following fields: running a small business, construction, engineering, urban planning, graphic design, tourism, on-country cultural activities, photography.
- The ability and willingness to relocate to a regional location within the NLC region.