



Position Title:	Principal AI & Technology Specialist	Position No:	CI38 & CI39
Group:	Office of the CEO	Service Area:	ICT & Project Management
Classification Level:	Management		
Reports to:	Chief Information Officer	Direct Reports:	Nil
Special Measures:	Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions		
Location:	Darwin	Date Approved:	September 2026

POSITION OVERVIEW

The Principal AI & Technology Specialist leads the development, implementation, maintain, and continuous improvement of NLC's enterprise AI roadmap and provides authoritative specialist leadership across artificial intelligence, automation and emerging digital technologies.

Working closely with the Chief Information Officer, the position leads NLC's enterprise-wide AI and emerging technology capability and maintains oversight of a portfolio of prioritised initiatives across business functions. The role identifies practical opportunities to improve organisational processes, decision-making and service delivery and leads the technical design and implementation of secure, scalable, responsible and culturally appropriate solutions.

The role works within NLC's established ICT governance structure and engages with the Chief Information Officer, relevant Governance forums, Project Managers, Cloud Engineers, Information Management and Records, Enterprise System Specialists, Business Owners and Vendors. Escalates policy, architecture, security, investment, information governance and material risk matters through the applicable governance and delegation pathways

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- AI Strategy and Roadmap
 - Owns and administers NLC's approved AI governance and assurance framework and develops supporting standards, procedures, controls and guidance. New or materially amended enterprise policies, governance frameworks and risk settings are submitted through the Chief Information Officer for appropriate endorsement or approval
 - Develop, maintain and lead delivery of NLC's enterprise AI roadmap, translating organisational priorities into a practical program of AI, automation and digital initiatives.
 - Provide authoritative advice to the Chief Information Officer on emerging AI and technology opportunities, risks, investment priorities and delivery options.
 - Evaluate emerging technologies, AI tools, automation opportunities and digital platforms, and recommend enterprise approaches that support NLC's strategic, operational and service delivery objectives.
- Principal Technical Leadership
 - Act as NLC's principal technical authority for AI, automation and emerging technology, exercising delegated authority within approved ICT strategies, architectures, policies, standards, budgets and project parameters.
 - Determine appropriate technical approaches for complex AI-enabled and digital solutions, including architecture, integration, data, identity, security, responsible AI and implementation considerations, with particular regard to NLC's Microsoft Azure and Microsoft 365 environment.
 - Resolve novel or complex technology issues where established guidance, precedent or internal capability is limited, applying contemporary practices including secure-by-design architecture, cloud-native delivery, automation and sustainable solution design.



- Provide technical, professional and functional leadership to multidisciplinary project teams, ICT contributors, business representatives and vendors through specialist direction, technical assurance, project contribution and mentoring rather than formal people management.
- Provide recommendations on technology investment, enterprise policy, architecture exceptions and material technology risks, with final approval remaining with the Chief Information Officer, relevant executive delegate or established governance body.
- **AI Governance, Risk and Assurance**
 - Establish and maintain AI governance and assurance practices, including technical standards, lifecycle controls, responsible AI safeguards, privacy considerations and solution review processes.
 - Provide specialist advice on AI-related technology risk, cyber security, information governance, data protection, privacy and ethical use of technology.
 - Assess proposed AI and automation solutions and provide specialist recommendations on suitability, risk, controls, implementation readiness and alignment with organisational standards.
- **Solution Design and Delivery**
 - Lead the design and end-to-end delivery of complex AI, automation and digital solutions across business functions.
 - Coordinate technical, vendor and business contributors to deliver agreed outcomes within approved scope, timeframes and governance requirements.
 - Maintain accountability for the technical integrity, scalability, security, usability and performance of AI-enabled solutions within the assigned specialist domain.
 - Monitor solution performance, adoption, risk and business outcomes, and recommend improvements where required.
 - Design and oversee the integration of AI-enabled solutions with NLC's strategic enterprise platforms, including Microsoft Azure, Microsoft 365, Power Platform, enterprise information systems and approved data platforms.
- **Executive Advice, Stakeholder Influence and Adoption**
 - Provide authoritative specialist advice to executives, business leaders and technical stakeholders, translating complex technology matters into clear options, risks and recommendations.
 - Influence cross-functional technology decisions by guiding stakeholders toward secure, sustainable and enterprise-aligned solution approaches.
 - Support organisational AI adoption and capability uplift by developing practical guidance, supporting change activities and promoting responsible use of AI-enabled tools.
- **Compliance, Conduct and Safety**
 - Comply with NLC policies and procedures at both an organisational and operational level, ensuring appropriate standards, governance requirements and operational protocols are maintained.
 - Perform any other reasonable duties within the scope of the position classification, service area and skill set as required.
 - Adhere to the NLC Code of Conduct and work in a professional, respectful and collaborative manner to support sound working relationships across the team and broader organisation.
 - Actively participate in performance enhancement processes and learning and development requirements relevant to the role.
 - Ensure personal health and safety, and the health and safety of others, by undertaking duties and tasks in a safe manner.
 - Report hazards and incidents to the direct supervisor immediately and complete incident reporting requirements within specified timeframes.



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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Degree-level tertiary qualifications in computer science, software engineering, information technology, information systems, data science, cyber security or another relevant technology discipline; or an equivalent combination of qualifications, industry certifications and extensive relevant experience in AI, automation or emerging technology delivery.
- Significant experience designing, building and delivering complex AI, automation, data platform or digital technology solutions in an organisational environment.
- High level capability in enterprise cloud architecture and delivery, with strong experience in Microsoft Azure and the Microsoft cloud ecosystem, or substantial equivalent experience with another enterprise cloud platform and the demonstrated ability to operate effectively within an Azure-based environment.
- Advanced knowledge of enterprise architecture, solution design, system integration, data architecture or cloud-native delivery.
- Sound and current knowledge of responsible AI, privacy, data protection, cyber security, information governance and ethical technology use in regulated, sensitive or culturally diverse environments.
- High-level problem-solving and advisory skills, including the ability to assess technology risks, resolve complex technical issues and provide clear specialist advice to senior stakeholders.
- Strong stakeholder engagement and communication skills, including the ability to translate complex technical concepts into practical options, risks and recommendations for non-technical stakeholders and executives

DESIRABLE REQUIREMENTS

- Experience developing or applying AI governance, responsible AI, acceptable use, assurance or technology risk frameworks.
- Experience with Microsoft enterprise technologies, including Azure AI services, Microsoft Copilot, Power Platform, DevOps or related cloud-based tools.
- Experience delivering technology solutions in public sector, Aboriginal organisations, community-controlled organisations or other regulated environments.
- Understanding of culturally appropriate data governance, Aboriginal data sovereignty principles or technology delivery in cross-cultural settings.