



Position Title:	Community Economic Development Officer	Position No:	CD21
Group:	Land and Sea Management	Service Area:	Community Planning & Development
Reports to:	Manager Community Planning & Development	Direct Reports:	Nil
Classification Level	Senior Professional Officer - SPO		
Location:	Jabiru	Date Approved:	August 2026
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The Community Economic Development Officer is a senior professional role responsible for leading community-led economic development, strategic investment planning, governance development and enterprise growth initiatives and capability building across the Kakadu and West Arnhem regions.

The position provides specialist advice and leadership to the 14 clan groups of Kakadu National Park and other Traditional Owner groups on economic development, investment opportunities, governance arrangements and sustainable community development.

The role leads the implementation and ongoing development of the Living on Country and Economic Empowerment Fund, ensuring investments support Traditional Owners' (TO's) aspirations of housing, infrastructure, enterprise development and other long-term initiatives that enable them to live, work and prosper on Country while maintaining control over investment decisions.

Working within the Community Planning and Development Framework, the position is responsible for facilitating strategic decision-making, identifying investment opportunities, developing partnerships and supporting TOs to achieve self-determined economic outcomes. Recognising that each clan group has different governance structures, experience and development aspirations, the position exercises a high degree of professional judgement and provides authoritative advice on community development, investment, governance and economic participation initiatives across the Kakadu region.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Community Led Economic Development Strategy and Leadership

- Lead the development, implementation and review of community-led economic development strategies, investment priorities and development initiatives that reflect TO aspirations and strengthen long-term community outcomes
- Provide specialist advice on economic development, investment planning, governance and enterprise development to support informed decision-making by TOs and senior management
- Identify strategic opportunities that support economic participation, local employment, enterprise development and sustainable community benefit
- Lead community planning and development processes that strengthen self-determination and support culturally informed economic development outcomes.



Living on Country and Economic Empowerment Fund

- Lead the establishment, implementation and continuous improvement of the Living on Country and Economic Empowerment Fund in partnership with TOs and key stakeholders.
- Develop governance frameworks, investment principles, assessment processes and funding approaches that support transparent and accountable decision making.
- Provide recommendations regarding investment priorities, funding allocations and project pipelines that align with Traditional Owner aspirations and agreed strategic objectives.
- Monitor and evaluate Fund performance and provide strategic advice on continuous improvement opportunities, investment outcomes and future priorities.

Governance and Capability Development

- Design and implement governance frameworks that strengthen leadership, investment oversight and decision-making capability among TO groups.
- Provide specialist governance advice relating to community-controlled investment, benefit-sharing and economic development initiatives
- Facilitate tailored capacity development that strengthen governance capability, financial literacy, investment understanding and economic participation across clan groups.
- Support current and emerging TO leaders through mentoring, coaching and capability development activities.

Enterprise Development and Investment

- Lead the identification, assessment and development of Aboriginal-owned business opportunities, social enterprises and community enterprises.
- Assess investment proposals and economic opportunities, providing specialist advice on feasibility, sustainability and long-term benefits.
- Support TOs to leverage land, cultural assets, royalty income, lease income and other resources to achieve sustainable economic outcomes.
- Facilitate pathways that increase indigenous employment, procurement opportunities and participation in regional economies

Strategic Partnerships and Stakeholder Engagement

- Develop and maintain strategic partnerships with TOs, Aboriginal organisations, government agencies, industry, philanthropic organisations and investment partners.
- Lead negotiations and partnership discussions that support economic development, investment attraction and community-led development priorities.
- Identify and coordinate external funding, co-investment and partnership opportunities that strengthen economic development outcomes.
- Represent the Community Planning and Development Program on relevant forums, working groups and stakeholder meetings.

Monitoring, Evaluation and Organisation Improvement

- Monitor and evaluate economic development initiatives, investment programs and partnership arrangements against agreed outcomes and performance measures.
- Prepare strategic reports, investment recommendations, briefing papers and presentations for TOs, management and funding stakeholders.
- Identify emerging issues, risks and opportunities and provide evidence-based recommendations to support organisational planning and decision-making.
- Contribute to the continuous improvement of NLC community planning, development and economic participation frameworks.



Organisational Responsibilities

- 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

- Relevant tertiary qualification in Economic Development, Community Development, Business, Regional Development, Indigenous Development or a related discipline, or equivalent demonstrated professional experience.
- Proven experience in economic development, community development, enterprise development, investment facilitation or related field.
- Experience working with Aboriginal communities, Traditional Owners, Aboriginal corporations or Aboriginal-controlled organisations, preferably in remote or regional settings.
- Demonstrated experience supporting community-led planning, governance, organisational capability and economic participation initiatives.
- Experience developing or implementing funding, investment, grant-making, benefit-sharing or economic development programs
- Understanding of Aboriginal economic development, social enterprise and business development models.
- Strong stakeholder engagement, facilitation and partnership-building skills.
- High-level written and verbal communication skills, including report writing and presentations.
- Demonstrated ability to work collaboratively across multidisciplinary teams and complex stakeholder environments.
- Demonstrated cultural competence and commitment to working respectfully with Aboriginal people and cultural governance systems.
- Current C Class Driver Licence and willingness to undertake regular remote area travel

DESIRABLE REQUIREMENTS

- Experience working with Traditional Owner groups in Kakadu, West Arnhem or the broader Northern Territory.
- Experience supporting Aboriginal-owned businesses, enterprises or economic development initiatives.
- Knowledge of royalty management, benefit-sharing arrangements, community investment models or related governance frameworks.
- Experience facilitating governance, leadership or capability development programs.
- Understanding of Aboriginal land rights, joint management arrangements and Traditional Owner decision-making processes.