



Position Title:	Legal Contracts Officer	Position No:	L57
Group:	Land and Law	Service Area:	Legal Services
Reports to:	Legal Secretary (L11)	Direct Reports:	Nil
Classification Level	Administration Officer 4 – ASO4		
Location:	Darwin	Date Approved:	October 2026
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Position</i>		

POSITION OVERVIEW

The Legal Contracts Officer provides administrative and coordination support to the management of Section 19 agreements and related land access arrangements under the Aboriginal Land Rights (NT) Act 1976 (ALRA). The role has a primary focus on supporting initiatives to reduce and manage the Section 19 agreement backlog through the efficient administration, tracking, preparation, and progression of legal and contractual documentation.

Working closely with Legal, Regional and other operational staff, the position assists in coordinating agreement workflows, maintaining contract registers and records, preparing correspondence and documentation, monitoring milestones and approvals, and liaising with internal and external stakeholders to facilitate the timely progression of agreements. The role contributes to ensuring agreements are processed in accordance with legislative requirements, organisational procedures, and established governance frameworks.

The Legal Contracts Officer supports the effective management of legal and contractual information by maintaining accurate records, monitoring key actions and deadlines, and assisting with the implementation of process improvements that enhance efficiency and reduce agreement processing timeframes. Through strong organisational skills, attention to detail, and stakeholder engagement, the role contributes to improving service delivery outcomes and supporting the Northern Land Council's statutory responsibilities to Traditional Owners.

This is an entry-level professional role that provides practical experience in contract administration, legal processes, governance, and stakeholder coordination within a complex legislative and regulatory environment.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Assist in the administration, monitoring and progression of Section 19 land use agreements to support the timely execution, implementation and ongoing management of contractual obligations.
- Liaise with internal stakeholders, proponents, legal representatives and other parties to facilitate agreement processes and ensure Traditional Owner (TO) interests are appropriately reflected and administered in accordance with agreed terms and legislative requirements.
- Support the management of the Section 19 agreement portfolio by maintaining accurate records, coordinating documentation, monitoring key milestones and obligations, and contributing to initiatives aimed at reducing agreement backlogs and improving processing timeframes.
- Assist with the review and monitoring of contractual compliance requirements by identifying outstanding actions, maintaining obligation tracking systems, and escalating potential non-compliance issues as required.
- Maintain an understanding of relevant legislation, policies and procedures, particularly the Aboriginal Land Rights (NT) Act 1976, Native Title Act 1993, and associated regulatory frameworks relevant to land use agreements.



- Prepare, collate and maintain agreement documentation, correspondence, registers and reporting requirements to support effective contract administration and governance outcomes.
- Identify and escalate unresolved contractual matters, compliance concerns, or outstanding agreement obligations to Legal Services and senior staff for review and action.
- Contribute to the continuous improvement of agreement administration processes, systems and record management practices to support efficient and compliant management of the Section 19 agreement portfolio.
- 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

- Minimum Advanced Diploma of Business or Contract Management or equivalent experience.
- Minimum of two (2) years practical experience with contract management
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- 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 working with document management systems including TRIM and/or iManage and standard office software packages including Microsoft Word, Excel, Power Point and Outlook.
- Current C Class Drivers 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 (Northern Territory) Act 1976 (Cth) and the Native Title Act 1993 (Cth)
- Previous experience in a legal practice including filing procedures in state and federal courts (e-filing).