Job Title:	**Consultation and Administration Officer**	**Position No:**	**CF31 & CF45**
Group:	**Corporate Services**	**Service Area:**	**Benefits Distribution Unit**
Classification Level:	**Professional Officer 2 (P02)**		
Reports to:	**Coordinator of Consultation & Administration**	**Direct Reports:**	**Nil**
Location	**Darwin, NT**	**Date Approved**	**October 2026**
Special Measures:	*No - Not Applicable*		

POSITION OVERVIEW

This position will work closely with traditional owners (TOs) and community groups across the Northern Land Council's (NLC's) region to ensure the accurate collection and communication of benefits distribution instructions for payment in accordance with current NLC policies and procedures, relevant legislation and specified timeframes.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Work collaboratively with internal stakeholders to schedule, plan, and conduct consultations with Traditional Owners (TOs) and community groups to obtain instructions on the distribution of benefits in accordance with NLC policies and procedures.
- Liaise with relevant NLC staff to obtain and maintain current TO and community group lists, and report any changes as required.
- Build and sustain effective working relationships with TOs, community groups, and internal and external stakeholders to support the achievement of benefit disbursement objectives.
- Prepare clear and concise information regarding income and income sources for presentation to TOs, along with any other information required to ensure free, prior and informed consent for benefit distribution decisions.
- Identify, or confirm through consultation with regional anthropologists and colleagues, any internal group differences that may impact a TO group's ability to make collective decisions, and plan consultations to support agreement despite such differences.
- Identify situations where NLC intervention, mediation, or other support may be required to address internal group differences preventing a benefits distribution decision, and coordinate appropriate responses with regional anthropologists, lawyers, and other colleagues.
- Prepare reasoned administrative decisions and recommendations regarding benefit distribution, and maintain accurate records including benefits instruction file notes, attendance records, reports, briefings, and correspondence to demonstrate free, prior and informed consent.
- Ensure compliance with NLC policies, procedures, standards, and operational protocols at both organisational and operational levels.
- Undertake any other reasonable duties consistent with the role's classification, service area, and skill set as required.
- Comply with the NLC Code of Conduct and carry out all duties in a professional, respectful, and collaborative manner to promote positive working relationships within the team and across the organisation.
- Actively engage in performance development processes, learning activities, and professional development relevant to the role.

- Maintain personal health and safety, as well as the safety of others, by performing all duties in accordance with workplace health and safety requirements.
- Promptly report all hazards and incidents to the direct supervisor and complete incident reporting within required timeframes.

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Relevant Diploma level tertiary qualification and/or a minimum of two (2) years relevant experience in a similar role.
- Previous experience in roles that require consultation, stakeholder engagement, negotiation and mediation processes and methodologies and the ability to engage, negotiate and mediate in a culturally competent and appropriate manner with Aboriginal People.
- 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.
- Good organisational, time management and problem-solving skills with the ability to quickly identify, work through and resolve issues to ensure meetings and projects are delivered successfully on time and within budget.
- Ability to understand and apply basic financial accounts payable processes to ensure Traditional Owners remain informed about their entitlements
- Solid administrative skills and proficiency to use Microsoft Office and Database Management systems, with the ability to prepare accurate reports and documentation fit for purpose
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Proficiency with creating Excel spreadsheets and experience combining information drawn from several record sources to create coherent but concise presentations.
- 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.)
- A sound understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region

Date Finalised: October 2026

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