Position Title:	**Ranger Coordinator Wardaman**	**Position No:**	**NT74**
Group:	Land and Sea Management	**Service Area:**	Caring for Country (CFC)
Reports to:	Regional Program Coordinator - Victoria River District (VRD) (NT71)	**Direct Reports:**	Ranger Group
Classification Level	Professional Officer 2 – PO2		
Location:	Katherine	**Date Approved:**	September 2026
Special Measures:	*Yes -Priority Consideration Aboriginal and/or Torres Strait Islander Applicants*		

POSITION OVERVIEW

The Ranger Coordinator Wardaman is responsible for leading the Caring for Country (CFC) Wardaman Ranger Group and ensuring the effective delivery of land, cultural heritage and freshwater management activities.

The position provides leadership, supervision, mentoring and professional development for local rangers to implement seasonal on-country activities and achieve the operational objectives of the Wardaman Healthy Country Plan 2024–2034, annual work plans and fee-for-service projects.

Reporting to the Regional Program Coordinator - VRD, the Ranger Coordinator works closely with CFC Program support staff to develop, implement and report on annual work plans. The role is also responsible for the administration of the Wardaman Ranger Group, including workforce coordination, reporting, asset management and compliance requirements.

The Ranger Coordinator is accountable for fostering a culture of safety, wellbeing and continuous improvement, ensuring all activities are conducted in accordance with Work Health and Safety (WH&S) policies, procedures and legislative requirements. This includes leading by example, maintaining operational readiness of assets and equipment, and ensuring work is undertaken in a manner that protects the health and safety of team members, stakeholders and the broader community.

KEY RESPONSIBILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to the Unit's service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction within the unit.
- Lead, motivate, develop, and empower team members to deliver in accordance with the unit's priorities, and section area objectives, within a framework that drives accountability and achievement.
- Ensure unit staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.
- Monitor performance against agreed objectives and take corrective action where required.
- Contributes to operational strategy development but does not determine organisational strategy.

STAKEHOLDER ENGAGEMENT

- Cultivate and maintain collaborative relationships with Traditional Owners (TOs) to support the NLC TO centric relationship model and unit deliverables.
- Build and maintain relationships with all relevant government agencies and other internal and external stakeholder to ensure compliant and effective delivery of unit service deliverables.
- Actively assist and implement any authorised operational change to facilitate ongoing stakeholder commitment to outcomes.

UNIT SERVICE OPERATIONS

- Lead, coordinate and monitor the unit's operational service outcomes and performance in accordance with Wardaman Rangers operational work plans and requirements.
- Consult with Traditional owners and NLC constituents to develop, implement and deliver on Wardaman Ranger group's annual work plans.
- Supervise all operational works, including but not limited to:
    - Cultural Heritage project
    - Freshwater management activities
    - Fire management activities
    - Weed management
    - Biodiversity surveys
    - Feral animal management
    - Purchasing and asset management
    - Maintenance of ranger bases
    - Fee for service contracts
    - On country cultural activities
    - Research activities
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to support unit and staff performance to standards required.
- Ensure all team members are adhering to all relevant compliance, governance, legislative and organisational requirements and standards.
- Maintain unit associated administrative and record keepings task to standard.
- Complete all unit performance reporting and administration requirements to standard and within required timeframes.

PEOPLE MANAGEMENT

- The role is responsible for supervising the unit workforce and supporting performance at an operational level. It acts within the Management Levels of Authority and is responsible for:
    - Day-to-day supervision of staff.
    - Providing feedback and addressing routine performance matters.
    - Managing attendance and leave within delegation.
    - Operational workforce coordination, including roster planning and short-term resource allocation.
    - Supporting recruitment processes as required.
    - Identifying development needs and supporting on-the-job learning.
- Escalate formal conduct processes, complex performance issues, establishment changes and longer-term workforce planning to the Regional Program Coordinator - VRD.

WORK HEALTH AND SAFETY

- Promote safe work practices within the unit.
- Ensure compliance with safe work procedures.
- Monitor and report hazards or incidents.
- Support implementation of WHS requirements within the unit.
- Escalate significant or systemic WHS risks.
- The role is responsible for WHS implementation within the unit but does not hold section-level WHS accountability.

AUTHORISATION & ACCOUNTABILITIES – INFORMATION SECTION

Financial Authorisation - Band 6

- Approve routine operating expenditure within unit allocation and authorisation.
- Support procurement processes within approved budget.
- Monitor expenditure within unit responsibilities.
- Escalate budget pressures or financial risks to the Regional Program Coordinator - VRD.

Governance Accountability

- Ensure compliance with policies and procedures in day-to-day operations.
- Maintain accurate documentation and reporting at unit level.
- Escalate compliance or control issues to the Regional Program Coordinator - VRD.

Decision-Making Authority

- Make operational decisions within established procedures.
- Allocate daily tasks and resources.
- Apply policies as written.
- Escalate matters requiring policy interpretation or financial discretion beyond delegation.
- Decision autonomy is operational and bounded by established frameworks.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Certificate IV–level tertiary qualification (for example, Conservation and Land Management) in a relevant field, or extensive equivalent practical land management experience
- Minimum of two (3) years' relevant supervisory experience, including leading teams and managing programs, workplace health and safety (WHS), and assets in a remote setting.
- Demonstrated organisational, time and people management skills, with the ability to manage multiple tasks and priorities.
- Sound knowledge and understanding of Aboriginal land management practices and cultural protocols.
- Demonstrated high-level cross-cultural, and verbal communication skills, with the ability to effectively liaise, engage and build productive working relationships with Traditional Owners and external stakeholders.
- Sound computer literacy skills in Microsoft Office Suite including basic mapping, use of electronic data recording systems and experience in using GPS
- A current NT drivers' licence (manual) plus experience in undertaking remote 4WD vehicle travel and light aircraft/helicopter work.

DESIRABLE REQUIREMENTS

- Understanding of the statutory and operational context relevant to the organisation.
- Commitment to culturally safe practice and inclusive leadership.