



Job Title:	Elliott (Kulumindini) Ranger Group Development Officer
Classification:	PO2
Position No:	NT62
Branch:	Caring for Country
Reports to:	CFC Regional Program Coordinator
Date:	22 April 2022

PRIMARY OBJECTIVE

The NLC secured funding for the development of an Indigenous ranger group based in Elliott. This role involves working with Traditional Owners, NLC staff and other partners to complete the planning and establishment phase of the Elliott ranger team. This position is located in Elliott with periods operating in the NLC Darwin and Katherine Offices.

RESPONSIBILITIES

1. Scope and manage a participatory planning process with Traditional Owners and relevant partners to complete the foundation phase of the project by assisting stakeholders to plan and make informed decisions about the implementation and priorities of the ranger group.
2. Develop an annual work plan that identifies and prioritises natural and cultural resource management activities to best meet Traditional Owner and associated partner Caring for Country aspirations.
3. Assist Traditional Owners and their partners to develop appropriate governance and advisory mechanisms relevant to the operation of a ranger group.
4. Manage the implementation of operational infrastructure including negotiating operating base locations, asset requirements and acquisition.
5. Work with Traditional Owners and NLC support staff to develop workforce structure, position descriptions, WHS systems and a recruitment strategy.
6. Provide day to day planning, supervision and logistical support for on country planning trips and initial Caring for Country activities including the management of some casual staff.
7. Ensure compliance with all NLC policies and procedures including all administrative functions and reports against contracted funding.
8. Represent the Northern Land Council at various forums, as required.
9. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.

ESSENTIAL SELECTION CRITERIA

1. Significant demonstrated knowledge, understanding and respect of Indigenous Australian culture, customs and society and the ability to gain and maintain credibility with Aboriginal and/or Torres Strait Islander people, communities and organisations to ensure all work produced and undertaken is culturally safe and appropriate.
2. A good knowledge and understanding of Aboriginal Caring for Country management issues and a sound understanding of the opportunities and constraints affecting Aboriginal people's involvement in land management.

3. Demonstrated ability to communicate sensitively and effectively with Aboriginal people, and relevant experience in the development and delivery of cultural and natural resource management programs in partnership with Aboriginal community members.
4. Demonstrated end-to-end project management experience along with advanced administration skills to ensure the accurate management of project finances and management of payroll related processes.
5. Demonstrated ability to supervise and manage work teams in a remote location with minimal supervision.
6. Demonstrated negotiation, community consultation and stakeholder relationship management skills.
7. Demonstrated oral and written communication skills along with keyboard and computer skills to produce reports and other documentation for a broad range of audiences and within required deadlines.
8. Proven advanced organisational skills with an ability to work towards competing deadlines.
9. Proven ability to live and work in a remote community along with highly developed problem solving skills.

DESIRABLE SELECTION CRITERIA

1. Knowledge and understanding of land management planning frameworks such as Healthy Country planning.
2. Completion of Tertiary qualifications in land management, natural and cultural resource management or a relevant related field and/or equivalent experience
3. Working knowledge of Aboriginal Land Rights Act (NT) 1976 and Native Title Act 1993.

Note: All NLC Employees require vaccination against COVID-19 in accordance with the Northern Territory Chief Health Officer directions.

Significant travel to remote areas using 4WD vehicles is involved so possession of a "C" class drivers licence and ability to safely drive a manual 4WD vehicles is essential.

I hereby acknowledge that I have read and agree to fulfil, to the best of my abilities, the above-listed duties and responsibilities:

Signature of Employee

Print Name

Date

Note: From time to time, it may be necessary to amend this position description in response to the changing nature of our work environment. Such change may be initiated as necessary by the Manager of this position or as part of the Performance Development process. Any change will be made in consultation with the incumbent.

Approval

Position	Name	Date Approved
People & Culture Manager	Melanie Espuis	April 2022