

Position Description



**NORTHERN
LAND COUNCIL**
Our Land, Our Sea, Our Life

Job Title:	Project Officer (Compliance and Internal Audit)
Classification:	SPO
Position No:	GC05
Branch:	Corporate Services (Governance Compliance and Risk)
Reports to:	Governance, Compliance and Risk Manager
Date:	September 2022
Location:	Darwin

OUR ROLE

The Northern Land Council (NLC) was established under the Aboriginal Land Rights (Northern Territory) Act in 1976, to assist Aboriginal people in the Top End of the Northern Territory to acquire and manage their traditional lands, waters and seas.

Nearly 50 years on we continue to serve over 50,000 Aboriginal people of the Top End and remain committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

OUR RESPONSIBILITIES

Consult

- With Traditional Owners
- Present and explain options to enable them to make decisions and choices with free, prior and informed consent
- Engage in two-way communication to actively listen and explain meaning

Be Responsive

- To Aboriginal people's needs and effectively advocate for their rights and interests
- Provide effective services to the people we represent and other stakeholders
- Complete actions and tasks in a timely way, be accountable to the people we represent

Respect

- Aboriginal law, culture and tradition
- Our stakeholders and those who we work with
- Act with integrity, honesty and fairness
- Act in a manner that is appropriate and sensitive to cultural differences

Social Justice

- Promote the rights and participation of Aboriginal people to achieve equity, fairness and opportunity
- Demonstrate strong leadership and advocate on behalf of Traditional Owners



YOUR ROLE

The Project Officer (Compliance) is responsible for ensuring compliance and internal audit matters are effectively implemented and managed across the NLC. This role also contributes and supports other functions including corporate planning and reporting, internal governance reviews, internal audit, risk, and compliance functions and communications / training material.

YOUR RESPONSIBILITIES

1. Implement and administer the Northern Land Council Compliance and Internal Audit Frameworks to contribute to a culture of good governance and compliance across the Northern Land Council.
2. Work collaboratively with NLC management and staff to develop and explain compliance and internal audit policies and procedures.
3. Develop and deliver training for NLC employees on compliance and internal audit practices to support implementation of the NLC Governance Framework across organisation.
4. Conduct internal governance reviews (health checks), routine reporting, situational analysis to make recommendations on course of actions.
5. Monitor and manage key corporate deadlines for the NLC, GCR and other stakeholders.
6. Develop, conduct and analyse data collected in clear and concise dashboard reporting.
7. Support and contribute to delivery of projects and activities lead by the Governance, Compliance and Risk team.
8. Undertake administrative duties including database input, register management, meeting coordination and minutes, and drafting a range of documentation including briefing notes, templates, forms and correspondence.
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.

YOUR SKILLS AND EXPERIENCE

ESSENTIAL

1. Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
2. 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.
3. Tertiary level qualification in fields of business administration, commerce, public policy or law; or sufficient work experience in the area of good governance, interpreting legislation and its application.
4. Demonstrated experience working as part of a corporate compliance function, including systems/process analysis and development, and preparation of submissions and reports.
5. Proven experience influencing and negotiating with key stakeholder groups.
6. Evidence developing and delivering training tailored to a wide range of audiences.
7. Highly developed time management and planning skills - ability to establish priorities and to plan, coordinate and monitor own work plan.
8. Ability to understand complex issues and explain them using Plain English.



DISERABLE

10. Experience working with records management systems and project tools such as TRIM, Confluence and Jira.

ADDITIONAL REQUIREMENTS

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 drive vehicles is essential.

Our Land, Our Sea, Our Life



OUR STRUCTURE

