

# Position Description



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

<b>Job Title:</b>	<b>Regional Program Coordinator Borroloola Barkly Region</b>
<b>Classification:</b>	<b>SOGC-SOGB (dependent on skills and experience)</b>
<b>Position No:</b>	
<b>Branch:</b>	<b>Projects Planning &amp; Land Management - Caring for Country</b>
<b>Reports to:</b>	<b>Manager, Caring for Country</b>
<b>Date:</b>	<b>January 2023</b>
<b>Location:</b>	<b>Regionally preferred (Katherine/Elliott)</b>

## 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 by 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 Regional Program Coordinator will work collaboratively with program support staff, Ranger Groups, Indigenous Protected Area (IPA) Coordinators and Government agencies to support the management of Aboriginal ranger programs, IPA projects, Commonwealth arrangements, and other regional land and sea management priorities. The Regional Program Coordinator will lead and manage a medium sized team of Darwin and remotely based staff in regards to planning and implementing regional Caring for Country programs. This position is also responsible for annual project and budget development, monitoring, reporting to Traditional Owners, the Northern Land Council (NLC) Full Council and funding providers, whilst ensuring that cultural governance requirements are fulfilled, and ranger group training and career development opportunities are identified and addressed.

## YOUR RESPONSIBILITIES

1. Lead and coordinate a medium sized team of dispersed staff who are involved in managing Ranger Programs and IPA activities, including building capability and managing recruitment and induction activities.
2. Supervise and mentor staff, identify individual training and mentoring priorities, conduct annual performance reviews and develop opportunities for career progression.
3. Manage and oversee the effective implementation and support of various CFC projects and programs within the Borrooloola/Barkly Region.
4. Work with stakeholders to develop projects, annual work plans and budgets, monitor performance and ensure compliance with funding agreements.
5. Identify local level capacity needs that impact on the ability of the Ranger groups, IPA Coordinators and Advisory Committees Members to deliver on their priorities and develop solutions.
6. Provide advice and assistance to Coordinators and Rangers in preparing funding proposals and other representations to government and non-government agencies.
7. Provide policy and program advice to Traditional Owners, the NLC and program partners on matters relating to the management of cultural and natural resources, employment and economic development.
8. Prepare clear, concise and informative documentation such as funding submissions, proposals and reports on matters relevant to the various programs and projects within the region.
9. In consultation with Traditional Owners, identify opportunities for funding, fee for service and other activities which can grow and make our programs more sustainable.
10. As required represent the NLC at key stakeholder forums and provide timely advice and feedback to Management on the issues affecting the region, that may affect NLC operations.
11. 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. Sound analytical, problem-solving skills and negotiation skills with the ability to resolve conflict and/or issues effectively and efficiently. Proven high-level leadership to effectively lead and manage a team in a diverse and complex work environment, experience in balancing competing priorities, to deliver a positive outcome.
4. Demonstrated experience in financial management (including budgetary management) processes and procedures, and appropriate confidentiality, ensuring protection of sensitive information.
5. Demonstrated organisational and administrative skills of a high order, with the ability to work under pressure, prioritise work and meet deadlines.
6. Experience and knowledge of working within a remote field-based operation, including: awareness of Work Health Safety responsibilities and HR obligations.
7. Tertiary qualifications in Environmental Sciences, or a related field and/or experience in a similar role.
8. The ability to maintain a valid working with children clearance (Ochre card).
9. Current Northern Territory Driver's licence or ability to obtain one prior to commencement and the ability to travel to regional and remote areas safely driving a manual four-wheel work vehicle on a regular basis.

### DESIREABLE

1. A knowledge of the Aboriginal Land Rights Act 1976 (NT) and other legislation which affects land rights of Aboriginal people in the NT in particular and throughout Australia.
2. Experience liaising with Government and non-Government agencies, negotiating funding and/or other types of program support and managing budgets.

### 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.

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## OUR STRUCTURE

