

Position Description



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

Job Title:	Manager, Learning on Country Program
Classification:	Negotiated
Position No:	N61
Branch:	Caring for Country
Reports to:	Manager, CFC
Date:	November 2022
Location:	Darwin

OUR ROLE

The Northern Land Council (NLC) is responsible for assisting Aboriginal people in the Top End of the Northern Territory to acquire and manage their lands and seas under the Aboriginal Land Rights Act (Northern Territory) 1976 (Cth) and the Native Title Act 1993 (Cth).

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 Learning on Country (LoC) Program Manager's position is responsible for the effective development, implementation and management of the LoC Program to ensure the program provides culturally appropriate two-way education for senior Aboriginal students in remote communities. LoC Program delivery aligns with the NLC Strategic and Corporate Plans and the LoC Strategic Plan as well as funding and program partner agreements and Indigenous governance arrangements.

YOUR RESPONSIBILITIES

1. Provide strong leadership, strategic and operational advice to the NLC's senior management team and Executive Members in the delivery of culturally appropriate, effective and client focused solutions, with a focus on continuous improvement in program delivery.
2. Lead the development and implementation of policies, effective communications and management strategies, business processes and tools that will assist the LoC Programs to achieve strategic and operational priorities.
3. Manage the LoC team to ensure that it meets and exceeds program support and partnership expectations, whilst ensuring administrative transparency, financial accountability and grant and contract management requirements are complied with.
4. Provide strategic guidance on governance enhancing initiatives to ensure the LoC Program is effectively addressing community and program partner priorities.
5. Build and maintain internal and external networks, partnerships and project specific working groups with a view to improving the training and educational opportunities for LoC Program participants and enhance the understanding of, and support for the LoC program.
6. Actively work with program partners to support the development and implementation of teaching and learning initiatives that strengthen employment pathway approaches.
7. Provide high-level strategic advice, advocacy, problem solving and critical issues management to NLC Management and LoC Program partners and stakeholders.
8. Lead the development and implementation of LoC Program Monitoring and Evaluation Framework and its broader application to the Indigenous Ranger Program, ensuring its effectiveness is assessed in terms of Indigenous values and adaptive management processes.
9. Ensure appropriate Secretariat support is provided to the LoC Steering Committee so that members are provided with timely, effective and strategic advice to make decisions in the best interests of the LoC Program.
10. Supervise, mentor and develop staff, identify individual training and mentoring priorities, conduct annual performance reviews and develop opportunities for career progression.
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. Demonstrated knowledge, understanding and respect of Indigenous Australian culture, customs and society with regards to two-way learning methodologies, to ensure all work produced and undertaken is culturally safe and appropriate.
4. Demonstrated high-level conceptual, analytical and problem-solving skills and capacity to develop flexible and innovative solutions in cross-cultural and remote settings.
5. Demonstrated senior management experience administering a remote extension program.
6. Demonstrated ability to liaise and negotiate with government agencies and Indigenous organisations and proven success in developing ongoing partnerships and networks to support and promote program outcomes.
7. Proven ability to strategically harness resources to effectively plan, coordinate and implement collaborative projects and activities to a high standard.
8. Demonstrated experience in financial management (including budgetary management) processes and procedures, and appropriate confidentiality and security of sensitive information.
9. Demonstrated proficiency in effective communication including verbal and writing skills of a high order and the ability to produce clear, concise and informative documents for a range of audiences.
10. Previous experience in developing and implementing an Evaluative Framework, including data management system/s to manage quantitative and qualitative data.
11. Demonstrated ability to develop teams within a cross cultural context, lead change, and manage complex political and staff management issues across a remote and regional setting
12. Completion of Tertiary qualifications in Management, Education and Training, Conservation and Ecosystem Management or significant experience in a similar role.

DESIREABLE

1. A current Working with Children Clearance Notice (Ochre Card) or ability to obtain same is a requirement of this position.

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

