

Position Description



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

Job Title: Community Planning and Development Project Officer
Classification: SPO
Position No: CD09
Branch: Land and Law - Community Planning & Development
Reports to: Senior Community Planning & Development Officer
Location: Katherine
Date: April 2023

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 36,000 Aboriginal people of the Top End and remain committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and ensuring their voices are heard on a range of issues impacting on their lands, seas and communities.

OUR RESPONSIBILITIES

Consult

- With Traditional Owners
- Act with informed consent of our Traditional Owners
- Engage in two-way communication to actively listen and explain meaning
- Present and explain options to explain Traditional Owners decision making

Be Responsive

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

Respect

- Aboriginal law 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

Under the supervision of the Senior CP&D Project Officer, this position is responsible for facilitating strategic planning, research, advocacy, governance and project management support to Aboriginal groups in the Top End, who have allocated income from land use agreements to initiatives that generate lasting community benefit.

YOUR RESPONSIBILITIES

1. Facilitate participatory planning and decision making to assist groups to develop their short and long term priorities, manage risks in order to negotiate strong and sustained benefits and allocate income to address aspirations and priorities.
2. Undertake research to understand the existing assets, services, social and economic risks and opportunities in communities where we work to avoid duplication and better inform local group decision making.
3. Support groups to develop and implement appropriate and effective financial and project governance frameworks.
4. Provide quality project and contract management for various community projects from project conception, feasibility, planning, data management, delivery and evaluation.
5. Assist groups to undertake targeted advocacy, to build partnerships and source complementary/alternative funding arrangements to further benefit CP&D activities, so that benefits achieved might exceed the value of the group's own financial resources.
6. Develop project specific operational budgets, monitor and manage expenditure and financial reporting to Aboriginal constituents using appropriate financial literacy tools.
7. Establish and maintain effective relationships with internal and external stakeholders to ensure the NLC delivers an effective operation of the CP&D Program.
8. Contribute to continuous improvement of the CP&D Program, including application of the CP&D Framework and the CP&D Monitoring, Evaluation and Learning Framework.
9. Fulfil all reporting requirements and other communication responsibilities of the position including contributing to submissions, newsletters, reports and briefings as required.
10. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents.

YOUR SKILLS AND EXPERIENCE

ESSENTIAL CRITERIA

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 qualifications in community development, project management or other related fields and or demonstrated experience in a similar role.
4. Experience working in an Aboriginal or community-based decision-making context, preferably involving capacity building, governance or participatory planning.
5. Demonstrated skills and experience in end-to-end project and contract management including financial management.

6. Ability to rapidly acquire a working knowledge of the Northern Land Council (NLC) and the context in which it operates, and the capacity to meet statutory requirements with regard to consultation with Aboriginal constituents on community development matters.
7. Demonstrated cross-cultural communication, negotiation, consultation and liaison skills with a proven ability to convey complex matters to a wide range of stakeholders.
8. Strong interpersonal and communication skills and demonstrated experience in resolving conflict.
9. Well-developed research and communication skills including the capacity to prepare clear and concise reports and briefing documents, with the ability to deliver verbal presentations to diverse stakeholder groups.

DESIRABLE CRITERIA

1. Experience running projects in remote communities.
2. Willingness to relocate during employment to a regional location in the NLC region.

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

Northern Land Council Organisational Structure

April 2023

