

Position Description



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

Job Title: Program Coordinator – Parks Joint Management
Classification: SOGB
Position No: N78
Branch: Land & Sea Management
Reports to: Manager – Partnerships and Enterprise Development
Date: September 2023
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

Under the direction of the Manager, Partnerships and Enterprise Development, the Program Coordinator – Parks Joint Management will play a key role in implementing the Northern Land Council's (NLC) statutory functions and obligations to represent the interests of Aboriginal traditional owners of jointly managed parks across the NLC region.

The position will lead the NLC Joint Management Team and coordinate activity across the seventeen existing jointly managed Parks and Reserves in the NLC's region. The position will work collaboratively with other NLC Branches to establish joint management arrangements at newly designated Parks.

YOUR RESPONSIBILITIES

1. Work with the Manager, Partnerships and Enterprise Development to supervise the NLC Joint Management Team, including the coordination of NLC activities across NT and Australian Government jointly managed parks.
2. Consult with Traditional Owners of the Parks estate to ascertain their wishes relating to the management of relevant parks and reserves.
3. Coordinate input from NLC Legal, Anthropology and Regional Development Branches to guide consultations regarding joint management.
4. Develop and implement strategies to facilitate traditional owner involvement in Joint Management Committee meetings and related decision-making processes.
5. Work with NT Parks and Wildlife Commission and Parks Australia staff on joint management reforms, including improving governance arrangements.
6. With the support of Manager, Partnerships and Enterprise Development, negotiate funding and partnership agreements with NT Parks and Wildlife Commission and Parks Australia.
7. Manage budgets and grant funding, and support staff to develop reports for the NLC to funding bodies.
8. Develop, or support the development of, governance protocols for joint management bodies.
9. Represent the NLC on cross-jurisdictional joint management groups, including developing and maintaining collaborative relationships with joint management officers across other land councils.
10. Support the Joint Management Team in delivering joint management programs where required - this may include arranging meetings, facilitating engagement, or providing advice on the design and implementation of projects in-line with community aspirations and legislative requirements.
11. Lead the Joint Management Team in assessing external reports and changes to Government policy and Legislation affecting Aboriginal rights and interests in parks and other protected areas.
12. Provide advocacy, advice and assistance to traditional owners and other Aboriginal people in preparing submissions, funding proposals and other representations to government and non-government agencies in regards to land management, community development needs and aspirations in Parks, Reserves and other Protected Areas.
13. 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 REQUIREMENTS

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. Qualification(s) in natural and cultural resource management, park management or a related field and/or demonstrated relevant experience in a similar role.
4. Demonstrated experience in supporting on country land management, park management or joint management activities.
5. Advanced skills in participatory planning, with an understanding of the issues surrounding formal Joint Management of protected areas in Australia.
6. Excellent verbal and written communication skills with a proven ability to prepare documentation for a range of audiences and to communicate sensitively and effectively with a range of stakeholders.
7. Demonstrated experience in financial management (including budgetary management), processes and procedures.
8. Ability to work within a multi-disciplinary workplace and operate effectively as a member of a collaborative team, with persistence and resilience in a challenging social and political environment.
9. A demonstrated ability to operate within a strategic organisational framework under limited direction and to effectively set and respond to priorities in a dynamic working environment.
10. Significant travel to remote areas using 4WD vehicles is involved so possession of a "C" class driver's licence and ability to safely drive manual 4WD drive vehicles is essential.

DESIRABLE CRITERIA

1. Understanding of the functions of the NLC, the Aboriginal Land Rights (NT) Act 1976 and other legislation relevant to the land interests of traditional owners and Aboriginal communities in regards to protected area estates.
2. Possess a Working with Children Clearance (Ochre Card), or ability to obtain one.

Our Land, Our Sea, Our Life

OUR STRUCTURE

