

# Position Description



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

<b>Job Title:</b>	<b>Senior Project Officer Governance, Planning and Reporting</b>	<b>Position No:</b>	<b>GC09</b>
<b>Group:</b>	<b>Corporate Services</b>	<b>Service Area:</b>	<b>Governance Compliance and Risk</b>
<b>Classification Level:</b>	<b>SOGB</b>		
<b>Reports to:</b>	<b>Governance, Compliance and Risk Manager</b>	<b>Direct Reports:</b>	<b>Yes (1)</b>
<b>Location</b>	<b>Darwin</b>	<b>Date Approved:</b>	<b>November 2023</b>

## 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

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## YOUR ROLE

This position is responsible for implementing, reviewing and continually improving key governance functions of the Northern Land Council (NLC), in particular the NLC's planning and reporting framework and policy framework. Working collaboratively across the organisation, you will think strategically and provide advice to ensure governance arrangements align with best practice and Commonwealth requirements.

## YOUR RESPONSIBILITIES

- Provide strategic advice to management to ensure corporate policies and procedures are developed, consulted, communicated and implemented in line with best practices.
- Facilitate and enable cross organisation collaboration to resolve complex issues and achieve positive outcomes.
- Implement the NLC's planning and reporting framework, including delivery of the Strategic Plan, Corporate Plan and Annual Report.
- Develop a suite of documents and tools to enhance routine performance reporting and then work with stakeholders to ensure a consistent organisation wide approach to planning and reporting.
- Ensure planning and reporting systems enable effective operational performance reporting and are integrated with other governance and NLC systems.
- Develop and deliver training to implement the NLC Governance Framework and monitor its effectiveness.
- Provide supervision and guidance to the Governance Project Officer to ensure compliance with all People and Culture policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained.
- Undertake administrative duties including database management, register management, meeting coordination and minutes, and a preparation of a range of documentation including reporting and correspondence.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader NLC organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- A tertiary qualification or minimum two years relevant industry experience working within a corporate governance function, developing and implementing corporate policies, conducting process analysis, and preparing reports for stakeholders.
- Demonstrated understanding of the legislative and policy context that the NLC operates in.
- Advanced ability to identify, analyse and explain trends in data and develop evidence-based solutions.
- Proven record of effectively supervising and managing staff, including demonstrating the ability to provide guidance, support, and leadership to ensure the achievement of team goals.
- Excellent written and verbal communication skills including the ability to liaise with and influence diverse stakeholder groups and provide training tailored to various audiences.



- Highly developed time management and planning skills, with the ability to identify priorities, to plan, coordinate and monitor your work plan.
- 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.

### *DESIRABLE REQUIREMENTS*

- Experience working with records management systems and project tools such as TRIM, Confluence and Jira.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.) and the Public Governance, Performance and Accountability Act 2013 (Cth.).