



Job Title:	Project Officer Arnhem Region	Position No:	NT84
Group:	Land & Sea Management	Service Area:	Caring for Country
Classification Level:	Professional 2 (PO2)		
Reports to:	Regional Program Coordinator	Direct Reports:	Nil

POSITION OVERVIEW

The Arnhem Regional Project Officer works collaboratively with Branch program support relevant stakeholders including staff, ranger groups, Indigenous Protected Area (IPA) coordinators and government agencies to support the management of Aboriginal ranger programs, IPA projects, and other regional land and sea management priorities as directed by our constituents.

This position will be required to contribute to a small team of Darwin and remotely based staff to help deliver regional Caring for Country programs. This position will be responsible for working with people on the ground to develop and implement annual work plans and review outcomes, solve day-to-day operational challenges and help people effectively to report back on their work to Traditional Owners and funding partners.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Support staff to assist in the management of ranger programs, Indigenous Protected Areas (IPA's) and other caring for country projects.
- Develop and maintain effective and practical working relationships with Traditional Owners, other Aboriginal community members, NLC staff and external program partners.
- Support and mentor staff in developing projects, annual work plans, budgets as well as priorities practical training, and coordinating related logistics to ensure effective monitoring of performance. Provide advice and assistance to coordinators, rangers, and IPA managers on practical governance, land and sea management and operational matters.
- Support staff to enable them to meet their obligations under related NLC policies and procedures including administrative functions.
- Proactively manage program assets, documenting, monitoring, and maintaining infrastructure, accommodation, and equipment while coordinating repairs and replacements for any damages or losses occurred.
- Coordinate on-ground visits to enable relevant stakeholders and partners to develop, monitor and evaluate the outcomes of Caring for Country programs and projects.
- Assist with the preparation of reports against funding submissions and contracts.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- 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 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
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- An advanced diploma in Conservation and Ecosystem Management -or relevant equivalent qualifications and/or minimum of three (3) years' experience and demonstrated practical skills in supporting on the ground land management.
- Experience managing programs assets including infrastructure, accommodation, plant and equipment.
- Demonstrated administrative skills including the ability to use Microsoft Office, prepare accurate reports and meet deadlines.
- Project management skills with a focus on administration, technical input, logistics, annual work and budget planning and reporting.
- 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.
- Ability to work as part of a small team with limited or remote supervision and a track record in building partnerships and developing and mentoring people.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- 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.)

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Date Finalised: 22/03/2024