



Position Title:	Regional Manager West Arnhem	Position No:	R56
Group:	Regional Development	Service Area:	Regional Network
Classification Level:	Management		
Reports to:	General Manager Regional	Direct Reports:	Regional Coordinator - Maningrida; Logistics & Customer Service Coordinator; Administration Officer
Location:	Jabiru	Date Approved:	August 2024

POSITION OVERVIEW

This position is responsible for supporting the delivery of the strategic objectives of the Northern Land Council (NLC) through effectively and efficiently managing the Regional Office network of staff to work collaboratively with NLC Managers and multi-disciplinary teams to deliver NLC projects, programs, and front-line services in the West Arnhem Region.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to West Arnhem's service delivery in alignment with NLC's vision, mission, values and business priorities.
- Lead, motivate, develop, and empower team members to deliver in accordance with the region's priorities, and section area objectives, within a framework that drives accountability and achievement.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction with the section.
- Ensure the service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

STRATEGY

- Assist with the review and assessment of service delivery within the region in order to identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement and drive outcomes for the region.
- Under the direction of the CEO and General Manager participate in high level regional discussions and negotiations with external agencies to ensure a favourable outcome for the NLC and its constituents.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Work closely with Executive and Regional Council members ensuring open and transparent communication so elected members can act in the best interests of their community, as well as all Aboriginal people living in the regions.
- Represent NLC at key regional stakeholder forums, provide high level analysis and accurate and timely advice to Senior Management on issues affecting the region, including but not limited to: environmental, social, economic development and political environment that may affect NLC operations.
- Build and maintain relationships with all relevant government agencies and other internal and external stakeholder to ensure compliant and effective delivery of section service deliverables.
- Support advocacy activities and where possible or relevant identify and report on opportunities for grants, partnerships and collaborations.

OPERATIONS

- Lead, coordinate and monitor the region's operational service outcomes and performance in accordance with operational plans and other business requirements.
- Manage and facilitate the effective implementation and operational support of NLC projects and programs within the West Arnhem Region.
- Oversee the coordination of community consultations with Aboriginal traditional owners and other Aboriginal groups relating to the use and management of their land, as required under the Aboriginal Land Rights (NT) Act 1976 (ALRA) and Native Title Act through supporting the delivery of meetings in the regions.
- Manage the delivery of a high level administrative and logistical support to ensure the effective and efficient implementation of activities within the region, ranging from event planning, asset and equipment management, managing travel, payments, accommodation and meetings facilitation.
- As required lead the coordination of activities such as meetings and negotiations between Aboriginal traditional owners, Aboriginal groups and third parties interested in the exploration and/or development activities on Aboriginal land.
- Manage the office environment and facilities to ensure professional levels of presentation and maintenance are maintained.
- Manage and contribute to the review and management of the West Arnhem regional office budget and associated administer in line with NLC financial and human resource delegations and instructions
- Prepare clear, concise and informative high-level documentation such as funding submissions, proposals, internal briefs and reports on any matters relevant to the responsibilities of the NLC within the region.
- Oversee the management of NLC Assets with property, vehicles and equipment and ensure that these assets are maintained in a safe and operational condition.
- Ensure the service team staff are adhering to all relevant compliance, governance, legislative and budgetary requirements within their operational delivery.

PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
 - recruitment of vacant positions in the section
 - the performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
 - the rostering of resources, timesheets and leave approval
 - actively supporting relevant Learning and development activities to build capability and enhance the service delivery of your team
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies.

WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain Section team compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified in a timely manner.
- Promote and support organisational work health and safety initiatives.

Our Land, Our Sea, Our Life

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum of four (4) years' operational management experience with demonstrated experience in remote/ regional service delivery
- Understanding of the Aboriginal Land Rights (NT) Act 1976 and other legislation relevant to the land interests of traditional owners and Aboriginal communities, as managed by the NLC.
- A high level of 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.
- Sound knowledge of financial management (including budgets, procurement practices, variance reporting, funding reporting)
- Clear and concise written communication skills with past experience in submission writing, standard management business communication and reporting
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs
- A current NT drivers' licence and ability to travel to regional and remote areas safely driving a manual four-wheel work vehicle on a regular basis.

DESIRABLE REQUIREMENTS

- Degree level qualifications in a related field
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.