



Job Title:	Project Coordinator	Position No:	R74 and R89
Department:	Regional Development	Service /Unit	Land Management
Classification Level:	Senior Officer Grade B (SOGB)		
Reports to:	Section Manager	Direct Reports:	Nil

POSITION OVERVIEW

Based in the Regional Development team, this position is responsible for overseeing project administration activities under the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) (ALRA) and Native Title Act 1993 (Cth) (NTA) with the management of Major projects, s19 ALRA Land Use Expressions of Interest and Land Use Agreements related to our Land Management Unit.

As a more senior team member, working in a multi-disciplinary area of our business, this position will, when required, assist in providing operational support to other NLC projects and the Regional Office Network to enable streamlined and efficient service delivery to our constituents.

POSITION RESPONSIBILITIES AND ACCOUNTABILITIES

- Project management of third- party Expressions of Interest for development activities on Aboriginal land in accordance with ALRA, NTA and NLC policies and procedures.
- Work collaboratively within a multi-disciplinary project team (Legal, Anthropology, GIS and Regional staff) to complete assessments of proponents and their proposals/projects and progress matters efficiently.
- Lead a team to broker negotiations between Traditional Owners, Aboriginal groups and third parties in managing land use activities on Aboriginal land and finalise consultation outcome reports.
- Undertake compliance activities associated with the administration of ALRA/NTA Agreements.
- Develop and maintain effective working relationships with NLC staff, Regional Council members and external stakeholders, such as: Government; Industry and Professional Associations; community organisations and the general public in promoting the interests of the NLC.
- Manage and coordinate administrative and staff management functions associated with event planning, managing travel, payments, accommodation and meeting facilitation.
- Work directly with Managers to prioritise and facilitate the effective implementation of NLC projects and programs in line with the NLC strategic plan within the regions.
- Provide accurate and timely advice to Managers on issues affecting the region, including but not limited to: environmental, social, economic development and political environment.
- Assist with the management of operational budgets and cost recovery activities, administering in line with NLC financial and human resource delegations and instructions to meet financial and performance reporting requirements.
- 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.
- 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

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum of a Diploma Level tertiary qualifications and/or extensive relevant experience in a related industry or sector
- A minimum of two (2) years practical experience coordinating and facilitating project administration
- Cross-cultural competency and sound 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.
- Proficient verbal communication skills in the areas of negotiation, conflict resolution, and meeting facilitation.
- Proficient written communicate skills that include writing with influence, the ability to produce clear, concise and informative high-level documents for a range of purposes to suit the intended audience; including project plans, briefings, internal memorandums and reports.
- Familiarity with maintaining standard practices with operational business financial matters
- Sound skills in the use of IT resources (including MS Office) and systems (Database Management systems) or an ability to rapidly acquire knowledge for such systems.
- Current Northern Territory Driver's licence or ability to obtain one prior to commencement and the ability to travel to regional and remote areas safely driving a manual four-wheel work vehicle on a regular basis.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Understanding of the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) (ALRA), Native Title Act 1993 (Cth) (NTA) and other legislation relevant to the land interests of traditional owners and Aboriginal communities.

Date Finalised: March 2024