



<b>Job Title:</b>	Monitoring and Evaluation Officer	<b>Position No:</b>	CD08
<b>Department:</b>	Community Planning & Development	<b>Service Area/Section:</b>	Land & Law
<b>Classification Level:</b>	Broad Banded		
<b>Reports to:</b>	CP&D Manager	<b>Direct Reports:</b>	Nil

## POSITION OVERVIEW

The Monitoring and Evaluation (M&E) Officer contributes to the development, implementation and continuous improvement of the NLC's Community Planning & Development (CP&D) Program through operational and research support, guided by the CP&D Monitoring & Evaluation framework. The position provides strategic planning, governance and project management assistance to the CP&D team and Traditional Owner (T/O) groups that have allocated income from land use agreements to initiatives that generate lasting community benefit.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Contribute to the continuous improvement of the CP&D Program through the implementation of the NLC's CP&D Framework.
- Coordinate project tracker and other data collection/management systems and processes to enable the CP&D team to ensure projects are being delivered on time.
- Oversee the design, development and implementation of research methodologies to report on program performance and impact.
- Identify areas of potential development to contribute to the continuous improvement of the CP&D Program.
- Collect, analyse and present baseline data through desktop research to develop accountable, accessible and engaging reports for the CP&D team.
- Support CP&D team members to imbed monitoring and evaluation into their project management practices through implementation of program tools, encouragement of positive work practices, collaboration, and professional practice reflection, learning and development.
- Assist in the development of local governance arrangements to build the governance capacity of T/O groups to help them determine the application of their funds for maximum community benefit.
- Support and assist in the facilitation of processes that enable T/O groups to participate in the CP&D Program and/or to identify their goals and reflect on their progress, learnings and achievements.
- Manage and support a pool of casual community researchers.
- Coordinate the engagement and administrative support of the CP&D Advisory Group.
- Manage the available monitoring budget to maximise available resources.
- Report all program findings and recommendations to the CP&D Program Manager.
- Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents.
- 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.
- 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**

- Bachelor's degree in community development or equivalent professional experience or a combination of relevant training/qualifications and experience.
- Minimum of 3 years' experience in a similar role.
- Experience working in an Aboriginal and/or international development context, preferably involving capacity building, governance or participatory planning.
- Highly developed research and communication skills including the capacity to prepare clear and concise reports, submissions, policy and briefing documents, official correspondence, and make oral and written representations to diverse stakeholder groups.
- 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.
- Demonstrated experience in the design, implementation and application of monitoring and evaluation frameworks, performance measures, quantitative and qualitative data collection, analysis and reporting.
- Demonstrated ability to manage and deliver multiple projects concurrently and within deadlines.
- Proven ability to coach and mentor colleagues and develop capacity in research and critical thinking.
- 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.)
- Knowledge of the cultural, political, economic and social issues affecting Aboriginal people in the Northern Territory.
- Demonstrated experience in leadership and the supervision and management of a small team.
- Experience in social enterprise development.
- Relevant Honours degree
- Experience in preparing and/or contributing to social impact assessments.

**Date Approved: December 2024**