



<b>Job Title:</b>	<b>Elliott (Kulumindini) Rangers - Project Officer</b>
<b>Classification:</b>	<b>ASO6</b>
<b>Position No:</b>	<b>NT61</b>
<b>Branch:</b>	<b>Caring for Country</b>
<b>Reports to:</b>	<b>Ranger Group Development Officer</b>
<b>Date:</b>	<b>April 2022</b>

## Primary Objectives

The NLC secured funding for the development of an Indigenous ranger group based in Elliott. This role involves working with Traditional Owners, NLC staff and other partners to assist the Ranger Group Development Officer in the planning and establishment phase of the Elliott ranger team.

The Project Officer will assist the Ranger Group Development Officer in the establishment of the group and provide hands on administrative and project management support which will include meeting organisation and logistics, purchasing and other tasks as necessary. This position is located in Elliott with periods operating in the NLC Darwin and Katherine Offices.

## Duties:

1. Assist the Ranger Group Development Officer in scoping and managing a participatory planning process with Traditional Owners and relevant partners to complete the foundation phase of the project.
2. Provide administrative as well as project management support to the Ranger Development Officer to enable the successful implementation of the Kulumindini Ranger Group.
3. Assist in the development of an annual work plan that identifies and prioritises natural and cultural resource management activities to best meet Traditional Owner and associated partner Caring for Country aspirations.
4. Assist Traditional Owners and their partners to develop appropriate governance and advisory mechanisms relevant to the operation of a ranger group.
5. Assist the Ranger Group Development Officer to work with Traditional Owners and NLC support staff to develop workforce structure, position descriptions, WHS systems and a recruitment strategy.
6. Provide day to day administrative, planning and logistical support for on country planning trips and initial Caring for Country activities including, where necessary, providing guidance to casual staff.
7. Ensure compliance with all NLC policies and procedures including all administrative functions and reports against contracted funding.
8. Represent the Northern Land Council at various forums, as required.
9. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with the NLC policy to ensure all risks are mitigated appropriately.
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## ESSENTIAL SELECTION CRITERIA

1. Significant demonstrated knowledge, understanding and respect of Indigenous Australian culture, customs and society and the ability to gain and maintain credibility with Aboriginal and/or Torres

Strait Islander people, communities and organisations to ensure all work produced and undertaken is culturally safe and appropriate.

2. Completion of qualifications in project management, land management, natural and cultural resource management or a relevant related field or equivalent experience.
3. A good knowledge and understanding of Aboriginal Caring for Country management issues and a sound understanding of the opportunities and constraints affecting Aboriginal people's involvement in land management.
4. Demonstrated interpersonal skills and an ability to build effective working relationships with a range of stakeholders.
5. Demonstrated experience providing project support across the project management life cycle.
6. Proven high standard of word processing skills, data entry and proficiency in the use of standard software applications and databases, including an ability to learn new systems.
7. Proven experience and knowledge of sound corporate practices, including financial management processes and procedures as well as maintaining confidentiality and data security of commercial and sensitive information.

## DESIRABLE CRITERIA

1. Knowledge and understanding of land management planning frameworks such as Healthy Country planning.
2. Working knowledge of Aboriginal Land Rights Act (NT) 1976 and Native Title Act 1993.

*Note: All NLC Employees require vaccination against COVID-19 in accordance with the Northern Territory Health Officer directions. Significant travel to remote areas using 4WD vehicles is involved so possessive class drivers licence and ability to safely drive a manual 4WD vehicles is essential.*

I hereby acknowledge that I have read and agree to fulfil, to the best of my abilities, the above-listed duties and responsibilities:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*Note: From time to time, it may be necessary to amend this position description in response to the changing nature of our work environment. Such change may be initiated as necessary by the Manager of this position or as part of the Performance Development process. Any change will be made in consultation with the incumbent.*

## Approval

Position	Name	Date Approved
People & Culture Manager	Melanie Espuis	April 2022