



Job Title:	Project Officer
Classification:	PO2A
Position No:	N19
Branch:	Minerals and Energy
Reports to:	Petroleum Manager
Date:	July 2021

Primary Objectives

The Minerals and Energy Branch is responsible for managing the NLC's contractual obligations and statutory functions and duties as they relate to minerals and energy exploration, production and associated activities.

The Project Officer is responsible for providing a range of support to the Senior Project Officers of the Minerals & Energy Branch, including in relation to communications, logistics, project management, reporting and administration.

Duties

1. Support effective communications with strong customer focus between traditional Aboriginal owners, external stakeholders and NLC staff in relation to Minerals and Energy Branch activities.
2. Provide a high level of administrative and logistical support to Mining Officers, including:
 - a. Communication with regional and other NLC staff in relation to on-country activities of the Minerals & Energy Branch, including distribution of meeting notices, notification and transport of Cultural Monitors and other communications with traditional Aboriginal owners.
 - b. Draft meeting notices, prepare cost estimates/ determined costs, record and maintain attendance lists, fuel vouchers, financial and other records (tax receipts, etc.).
 - c. Assist organise logistics and associated bookings and payments in relation to consultations and travel; includes casual staff, travel bookings, catering, accommodation, vehicle/venue hire, equipment, purchase orders, reporting and associated administrative tasks.
 - d. Maintain data in relevant NLC systems relating to consultations and travel arrangements.
 - e. Create and maintain information records including in relation to casual staff, meeting notice registers, consultation notes and reports.
3. Provide logistical support to Project Officers including preparation of cost estimates, coordination of bookings and payments for travel, accommodation, vehicle/venue hire, and equipment purchase.
4. Undertake a range of administrative tasks to facilitate Branch services and ensure compliance with NLC Policy including developing cost estimates, sourcing quotes, generating purchase orders, auditing expenditure, maintaining attendance lists, data entry into electronic systems, and relevant reporting as required.
5. As directed draft and distribute meeting notices to all relevant stakeholders to ensure meetings have the required people in attendance.
6. Manage the transportation of people and equipment to meeting locations as required.
7. Check and prepare all Minerals and Energy Branch equipment for future readiness, including coordination of regular equipment and vehicle maintenance.
8. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.

Essential 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. Demonstrated ability to work effectively within a small team, exercise initiative and work on multiple projects under limited supervision.
3. Experience working in a field-based and office environment and demonstrated ability to prioritise and be flexible to achieve desired outcomes within required timeframes.
4. Demonstrated experience and ability to perform logistics and office administrative tasks and adhere to organisational policies and procedures.
5. Competent writing skills and the ability to produce clear, concise and informative documents to suit the audience and ability to deal with confidential and sensitive information appropriately.
6. Demonstrated computer literacy, including the use of MS Office software and information/ database systems or an ability to acquire the knowledge required to use these systems.
7. Sound interpersonal skills with an ability to communicate effectively, including consulting, liaising, negotiating, and assisting to facilitate meetings with Aboriginal people, as well as with employees, consultants and external organisations.
8. Appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a manual 4WD vehicle, changing tyres and other manual duties as necessary.
9. Preparedness to travel to and remain in remote locations for extended periods as required.

Desirable Criteria

1. Qualification in Mining, Environment, Logistics, Business Administration.
2. 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.).

I hereby acknowledge that I have read and agree to fulfil, to the best of my abilities, the above-listed 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	July 2021