



Job Title:	Community Planning and Development Project Officer - Indigenous Identified Position
Classification:	SPO
Position No:	CD12
Unit:	Community Planning and Development Unit
Branch	Community & Regional Services
Reports to:	Senior Community Planning & Development Officer
Date:	September 2021

PRIMARY OBJECTIVE

Responsible for facilitating strategic planning, providing research, advocacy and project management support to native title holders and traditional owners whose rights and interests are affected by the proposed Sun Cable project. The Sun Cable project proposes to develop the world's largest solar energy infrastructure network, including a major solar array facility at Powell Creek Station in the Northern Territory and a transmission line to South East Asia. The Senior Project Officer will provide strategic planning and project management support to assist affected groups in identifying their priorities and negotiating strong social, cultural, environmental and economic benefits in connection with the project.

RESPONSIBILITIES

1. Facilitate strategic, participatory planning to ensure native title holders and traditional Aboriginal owners are best placed to articulate their goals and aspirations and negotiate strong and sustained benefits based on their goals and aspirations.
2. Ensure native title holders and traditional owners are provided with adequate information regarding existing services, gaps in those services and potential opportunities as relevant to their communities and aspirations.
3. Contribute to the monitoring and accountability frameworks, so that the NLC, native title holders and traditional owners are able to measure and assess the performance of any negotiated agreements, or funded projects.
4. Develop, through participatory processes, appropriate governance and financial management frameworks for agreement-based benefits.
5. Provide, where requested, further planning and project management services as relevant to achieving native title holder/traditional Aboriginal owner goals and aspirations.
6. Develop and report to groups on project budgets using appropriate financial literacy tools.
7. Undertake mapping of project regions, communities and/or outstations to profile existing assets, services, social well-being indicators etc.
8. Develop strategic partnerships and any complementary funding arrangements with those organisations that have capacity to assist with resources, expertise and project management.
9. Prepare and implement rigorous work plans in order to fulfil the above duties, including undertaking regular travel.
10. Fulfil all reporting requirements and other communication responsibilities of the position including contributing to submissions, newsletters, reports and briefings for senior NLC staff and Council members.
11. 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 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. Tertiary qualifications in community development or relevant field, or equivalent experience.
3. Experience working in an Aboriginal or community development context, preferably involving capacity building, governance or participatory planning.
4. Demonstrable skills in communication, negotiation, consultation and liaison with constituents, community organisations, industry groups and government departments.
5. Demonstrated skills and experience in project management.
6. Strong interpersonal and cross-cultural communication skills and experience in conflict management.
7. Well-developed research and communication skills including the capacity to prepare clear and concise reports and briefing documents, official correspondence, and make oral and written representations to diverse stakeholder groups.
8. Current drivers licence (manual) and willingness to work and travel in remote localities. Note that this position requires frequent travel.

DESIRABLE CRITERIA

1. Knowledge of the Northern Land Council and the context in which it operates, and the capacity to meet statutory requirements with regard to consultation with Aboriginal constituents on community development aspirations.
2. Experience in social enterprise development.

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	September 2021