



Job Title:	Community Planning and Development Project Officer	Position No:	CD09
Department:	Land & Law	Service Area/Section:	CP&D
Classification Level:	Senior Professional Officer (SPO)		
Reports to:	Senior Community Planning & Development Officer	Direct Reports:	Nil

POSITION OVERVIEW

The Community Planning and Development (CP&D) Project Officer is responsible for facilitating strategic planning and research, advocacy, governance and project management support to Aboriginal groups within the NLC region to identify their goals and needs and to strengthen their project, financial and economic management skills. The position supports Aboriginal groups to plan and achieve their own development objectives through a community development approach, emphasising the strategic allocation of their income and other resources on initiatives that generate lasting community benefit.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Facilitate participatory planning and decision making by groups to develop their short- and long-term priorities, manage risks, negotiate strong and sustained benefits and allocate income to address aspirations and priorities.
- Undertake mapping to understand the existing assets, services, social and economic risks and opportunities in communities where we work to avoid duplication and better inform local group decision making.
- Support groups to develop and implement appropriate and effective financial and project governance frameworks.
- Provide quality project and contract management of varied community projects including project conception, feasibility, planning, data management, delivery and evaluation.
- Assist groups to undertake strategic advocacy, foster partnerships and complementary funding arrangements so that benefits achieved might exceed the value of the group's own financial resources.
- Develop project and operational budgets, monitor and manage expenditure and financial reporting to Aboriginal constituents using appropriate financial literacy tools.
- Establish and maintain effective relationships with NLC constituents and staff, as well as government and non-government stakeholders for the effective operation of the CP&D Program.
- Contribute to continuous improvement of the CP&D Program, including application of the CP&D Framework and the CP&D Monitoring, Evaluation and Learning Framework.
- Fulfil all reporting requirements and other communication responsibilities of the position including contributing to submissions, newsletters, reports and briefings.
- 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.



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Qualification in Community Development, Project Management, or a related field at the degree level or an equivalent level of experience in a comparable position.
- Minimum of 3 years' experience working in an Aboriginal or community-based decision-making context, preferably involving capacity building, governance or participatory planning.
- Demonstrated skills and experience in end-to-end project and contract management including financial management.
- Sound judgement and decision-making skills with the ability to effectively manage conflict, consult and liaise with constituents, community organisations, industry groups and government departments.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- 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.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Experience running projects in remote communities.
- Demonstrated effective negotiation and advocacy skills.
- Professional experience in one or more of the following fields: running a small business, construction, engineering, urban planning, graphic design, tourism, on-country cultural activities, photography.
- The ability and willingness to relocate to a regional location within the NLC region.

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Date Approved: August 2024