



## Position Description

<b>Position</b>	Closing the Gap Policy Officer
<b>Employment Status</b>	<ul style="list-style-type: none"><li>• 12 months</li><li>• \$100,000-\$115,000 per annum plus superannuation</li></ul>
<b>Location</b>	Darwin
<b>Reports to</b>	Manager, Policy and Advocacy
<b>Other Information</b>	<ul style="list-style-type: none"><li>• Regular travel to the Tiwi Islands will be a requirement for this role.</li><li>• This an APONT grant-funded position for 12 months only.</li></ul>

### Position Overview

A core function of the TLC, and a recurring priority in the TLC Corporate Plan, is listening to and promoting Tiwi voices within and beyond our islands.

The TLC is also a member of Aboriginal Peak Organisations Northern Territory (APONT). APONT has joint responsibility with the NT Government for coordinating and leading work directed by the Northern Territory Executive Council on Aboriginal Affairs (NTECCA) and is the lead body responsible for the NT Aboriginal community-controlled sector's participation in the governance of the National Agreement on Closing the Gap.

Under the guidance of and reporting to the Manager, Policy and Advocacy, the Closing the Gap Policy Officer will provide policy, research and coordination support to progress TLC's Aboriginal policy and Closing the Gap priorities, and support TLC's Aboriginal leadership's engagement in key Aboriginal policy forums and processes.

The role will be expected to work closely with the APONT policy officer network to support effective responses to key issues of joint interest and concern affecting Aboriginal people in the NT, including providing practical policy solutions to government.

The work will be heavily informed by APONT's strategic priorities and progress towards targets under the National Agreement on Closing the Gap.

This role enhances TLC's capacity to contribute to Aboriginal-led policy development and productive engagement between the Aboriginal sector and government. It contributes to ensuring that Tiwi interests, priorities and aspirations are reflected in Aboriginal policy development.



## Position Description

### Organisational Overview

The TLC was established in 1978, as a corporate commonwealth entity under the *Aboriginal Land Rights (Northern Territory) Act 1976* (ALRA), following representation by the Tiwi people to the Federal Government for recognition of our distinct geographic and cultural identity.

The establishment of the land council was a significant milestone for Tiwi people and marked a pivotal moment in the assertion of Tiwi self-determination and cultural authority.

Today, the TLC continues this work, in line with our statutory functions and guided by our vision to secure the effective management of Tiwi country and revitalisation of Tiwi culture for the benefit of future generations of Tiwis.

### TLC Values

#### Respect

I will be respectful in all my dealings and convey a friendly, positive and professional manner at all times.

#### Trust

I will act in a trustworthy and honest manner; maintain confidentiality and adhere to all workplace policies and procedures.

#### Expertise

I will utilise my experience, knowledge and understanding to execute my duties to the best of my ability.

#### Flexibility

I am open to change and will be pro-active in my approach to finding new ways of working.

### Role Relationships

- Tiwi Land Council employees and members
- Local Tiwi community members
- Clan corporations and other Tiwi organisations
- APONT member organisations, including other NT Land Councils
- Local stakeholders
- Australian Government officials
- NT Government officials
- Policy forums, advisory committees and reference groups



## *Position Description*

### **Role responsibilities**

- Support Aboriginal leadership and senior management within the TLC to participate in key high-level policy forums, including preparing positions and briefings for all key meetings, including APONT Directors' meetings, NTECAA, the Joint Steering Committee (JSC) for Remote Housing NT and other forums as required.
- Represent the TLC in key officers' forums, including APONT Officers' Group meetings, the NTECAA NT Project Working Group, JSC Working Group meetings and others (as required).
- Coordinate the TLC's input to relevant policy development, coordination and reporting processes required by APONT, NTECAA, the JSC and others.
- Undertake research and consultation, including engagement with TLC members and Tiwi community members, to understand the impact of policy and legislation on Tiwi people, and identify Tiwi priorities and Tiwi solutions.
- Informed by research and consultation, develop clear, concise, accurate and timely policy positions, submissions, briefings, correspondence, reports and other written outputs that reflect and help advance Tiwi interests, priorities and aspirations.
- Initiate, build and maintain effective working relationships with stakeholders, including APONT members, Tiwi organisations, local stakeholders, relevant NT and Australian Government departments and others.
- Attend Full Council and Executive meetings to brief and consult with members as required.
- Keep up to date with developments in government policy and legislation relevant to Tiwi people, and ensure a high level of internal communication on relevant policy matters.
- Provide input to other areas and functions of the TLC, as required, particularly as it relates to the achievement of Closing the Gap priorities.
- Ensure all activities are delivered within approved program budget and funding scope, and support grant reporting, monitoring and acquittal requirements.
- Other duties, as directed by the Manager, Policy and Advocacy.



## **Selection Criteria**

### **Essential**

1. Demonstrated research and analytical skills, including the ability to synthesise and analyse information, develop options and provide recommendations.
2. Demonstrated ability to produce clear, concise, accurate and timely written outputs, such as submissions, briefings, correspondence and reports for a range of audiences.
3. Strong written and verbal communication skills, with proven ability to effectively tailor communication to the audience, and proven ability to communicate effectively and respectfully in a cross-cultural environment.
4. Demonstrated ability to build and maintain constructive and productive relationships with diverse stakeholders (internal and external).
5. Self-motivated, with demonstrated initiative and ability to manage multiple tasks, manage competing priorities and meet deadlines.
6. Proven ability to work effectively in and make a positive contribution to a team.
7. Knowledge of, or the ability to quickly acquire knowledge of, Closing the Gap governance structures, priority reforms and socio-economic targets and how they relate to people's lives on the Tiwi Islands.
8. Knowledge, understanding of and interest in Aboriginal culture, history and social issues that impact Aboriginal people in remote NT, and an understanding of the context in which the TLC operates, including the legislative context.
9. Ability to demonstrate a strong focus and commitment to Work Health and Safety (WHS), with understanding of WHS functions and principles.
10. Proficiency and attention to detail across a range of IT applications, including the Microsoft Office Suite (in particular MS Word, PowerPoint, Excel, Outlook and Teams).

### **Desirable**

1. Previous experience working with First Nations people, in a land council and/or Aboriginal community-controlled organisation and/or remote community.
2. Tertiary qualifications in political science, social science, law or a related discipline.



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### **Other requirements**

- Current Australian Drivers Licence
- Ability to obtain a 4WD training certification
- Ability to obtain a First Aid accreditation
- Current Working with Children Check (Ochre Card) or ability to obtain
- Ability to obtain a National Police Check
- Ability to obtain a permit to enter into community
- Willingness to travel by light aircraft and ferry to community



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**Approval**

Brenton Toy

**Interim Chief Executive Officer**

Date: 18/05/2026

**Employee Acceptance**

I, .....agree to the role and responsibilities expected of me in the position of Closing the Gap Policy Officer.

.....

Date: .....

*Signature of employee*

Created	18 May 2026
Version	2.0