



Job Description :PR001 - Project Coordinator

POSITION TITLE:	Project Coordinator – new CLC office extension
POSITION NUMBER:	PR001
CLASSIFICATION LEVEL:	SO C
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	General Manager Corporate Services
LAST REVIEWED:	June 2026

KEY Purpose

As a key member of the Corporate Services team, you will lead the construction management of the new CLC office building located next door to the main office on Stuart Highway. You will be responsible for the successful management of the consultant team and building contractor for the project. The role will be responsible for driving the project forward through collaboration and teamwork. The role is the key point of contact for the project within CLC.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Deliver effective client-side project management across the new building extension, including, budget management, governance and reporting.
2. Manage the consultant team to ensure effective management of the building contractor.
3. Ensure the CLC appointed project manager is delivering on their scope of services and adherence to current project management methodologies.
4. In consultation with the Financial Controller, manage and report to the Project Steering Committee on the finances for the project.
5. Oversee with the project manager the risk register and compliance reporting to ensure risks are managed and reported to the Project Leadership and Project Steering Committees.
6. Manage stakeholder engagement for the project, develop and implement stakeholder communication plans, resolve risks and issues, ensuring stakeholder satisfaction through updates and feedback loops.
7. Lead and support the preparation of briefs, reports, advice and correspondence to executives, steering committee members and Federal Government departments.
8. Coordinate any impending activities required during the project, including, electrical, digital, water isolations that may impact CLC's operations at 27 Stuart Highway. To ensure any impacts to the current site are minimised and managed.
9. Attend and participate in the Project leadership working group.
10. Ensure documented management systems are in place to enable a smooth transition from construction to handover and commissioning.
11. Support any other working groups as required to complete the project successfully, this may include an Arts program, Traditional Owner groups, FFE or group.
12. Other duties required to ensure the project is a success.
13. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
14. Other duties that are safe, legal, logical and responsible while being within limits of employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth)
- *Northern Territory Aboriginal Sacred Sites Act* (NT) 1989 (Cth)
- *Native Title Act 1993*
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act)
- *Work Health & Safety Act 2011* (Cth)
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from General Manager Corporate Services.
- Work collaboratively with all other staff of the Technical Services team in making positive contributions to the CLC's performance.
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of the organisation's overall objectives.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

ESSENTIAL

1. Relevant Degree or previous experience in project management, engineering or similar.
2. Demonstrated experience in project management for a large-scale project.
3. Demonstrated high level experience in preparing, monitoring, evaluating and reporting on a complex project budget and knowledge of financial pressures and constraints that may impact on delivery.
4. Demonstrated ability to lead and manage consultants, contractors and stakeholders to create a high-performance team environment.
5. Demonstrated ability to use high level communication, interpersonal, consultation, partnership, and negotiation skills to create a strong client focus, influence decisions to achieve the CLC's desired outcomes.
6. Demonstrated ability to achieve operational objectives, to set priorities and undertake new tasks quickly, be flexible and accommodate change and respond effectively to challenges with a high level of personal responsibility.
7. High level of community and interpersonal skills including the ability to prepare reports and communicate with the stakeholders, and with Aboriginal people.
8. Motivation and ability to work as a collaborative team member and make a valuable contribution.
9. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
10. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Experience working in an Aboriginal Organisations or cross-cultural environment.
2. An awareness and understanding of the overall context in which the Central Land Council operates.

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