

Job Description : Community Development Officer

POSITION TITLE:	Community Development Officer
POSITION NUMBER:	CD002, CD006, CD007, CD010, CD011, CD012, CD014, CD018, CD019, CD020, CD022, CD026, CD030, CD034 & CD035
CLASSIFICATION LEVEL:	CL 6
POSITION LOCATION:	27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Regional Community Development Coordinator
LAST REVIEWED:	June 2026

KEY FUNCTIONS

Responsible for working with Community Development (CD) team members in the application of the CLC's CD Framework, with traditional owners and residents of communities to support their governance, and apply their income to development projects that achieve their social, cultural and economic objectives.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

Methodology Development and Policy

1. Work together with CD Officers and senior Community Development staff to:
 - Implement the CLC's CD Framework and related policies, provide feedback on the application of the CD Framework and related policies to ensure their effectiveness;
 - Brief CLC constituents and stakeholders about relevant Australian and Northern Territory Government policy frameworks; and
 - Provide continuous improvement and innovation in operational practice.

Program Coordination

2. Identify, develop and maintain collaborative partnerships in the implementation of funding arrangements and other initiatives appropriate to supporting the development aspirations of the CLC's constituents.
3. Develop and maintain effective working relationships with CLC constituents, CD staff and all other CLC staff.
4. Establish and maintain effective networks with partner organisations, government departments and non-government organisations in the CLC region.

Community Engagement and Governance

5. Responsible for the effective engagement of CLC constituents to support them to achieve their own development outcomes, including;
 - Use existing, or facilitate the development of new project governance structures, and support the development of their governance capacity including succession planning;

- Facilitate timely and accessible advice and regular transparent reporting on income status to each project governance structure;
- Support the facilitation of capacity building processes that enable groups and their governance structures to identify and manage competing priorities, and allocate their income to address immediate and longer-term issues and aspirations in order to generate and manage broad and sustainable community benefits;
- Research, review and provide information to groups on their CD priorities and proposals developed by groups or potential partner organisations.

Project and Contract Management

6. Provide quality project and contract management for community benefit projects and programs in the CLC region as needed, including:
 - Develop partnerships with organisations with the capacity to assist with resources, expertise and project management;
 - Develop new funding resolutions and agreements, with input from CLC Legal;
 - Work with governance groups to monitor the implementation of and project partner compliance in line with funding agreements, and proactively manage any performance issues; and
 - Work with project partners and governance groups to develop project design and scope, set project stages, timelines, reporting requirements and payment schedules.

Compliance and Reporting

7. Contribute relevant community development quantitative and qualitative data for the preparation of organisational reports including the CLC's Annual Report and other briefs.
8. Prepare internal reports for the Regional Community Development Coordinator as required.

Monitoring, Advice and Advocacy

9. Contribute to the application of the CD's Monitoring, Evaluation and Learning strategy, including data collection, dissemination of feedback to stake holders and development and implementation of changes to improve the CD program.
10. Contribute to reporting, support promotion and advocacy on the CD program to all relevant stakeholders.
11. Provide advice and recommendations to the Regional Community Development Coordinators and Manager, Community Development regarding the implementation of community development initiatives and associated issues.
12. Provide information and advice to the Manager, Community Development and Senior CD team and contribute to the ongoing development of the CD's strategic thinking and policy position on its community development functions and practices.
13. Undertake specific research and policy development tasks, such as submissions, reports and briefings for senior CD staff, as required.
14. Represent the CLC at meetings and forums as required.

Other

15. Other duties that are safe, legal and logical while being within the limits of the 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 and
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to, and receives direction from Regional Community Development Coordinator;
- Works collaboratively with all Community Development staff 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 goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

EXTENT OF AUTHORITY

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

SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualifications in community development, project management or other relevant field.
2. Demonstrated professional experience applying community development methodologies, preferably within remote Aboriginal communities.
3. Demonstrated project management experience and an ability to effectively set, address and review priorities in a dynamic working environment and respond to unforeseen challenges with limited supervision and a high level of personal responsibility.
4. Demonstrated financial management and administration skills including proficiency of Microsoft Office software and other related software.
5. Knowledge and understanding of Aboriginal society and culture, and the issues affecting Aboriginal people in contemporary Australian society.
6. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
7. Well-developed research, analysis, evaluation and reporting skills.
8. Excellent oral, written and interpersonal skills, including the ability to operate effectively as part of a team.
9. Knowledge and understanding of the legal and policy context in which the CLC operates, including knowledge of the *Aboriginal Land Rights Act (NT) 1976* and the *Native Title Act (1993)*.
10. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
11. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
12. 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 community controlled organisation.
2. Experience of working with Aboriginal people in the Central Australian setting will be highly regarded.
3. Experience in undertaking advocacy and/or policy development.

APPROVED COPY:

APPROVAL DATE: 29 June 2026