



Job Description: Senior Planning and Performance Coordinator

POSITION TITLE:	Senior Planning and Performance Coordinator
POSITION NUMBER:	SP002
CLASSIFICATION LEVEL:	SO C – SO B
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Strategy and Performance Manager
LAST REVIEWED:	July 2026

KEY FUNCTIONS

The Senior Planning and Performance Coordinator plays a key role in strengthening organisational planning, performance and accountability across the Central Land Council (CLC). The position coordinates the Corporate Plan, organisational performance framework, performance reporting and Senate Estimates preparation, and contributes to section strategic planning. Working closely with managers, the Executive Management Team and Council delegates, the role provides strategic advice to management and performance analysis to improve organisational effectiveness and ensure compliance with Commonwealth performance requirements.

The candidate will exhibit strong strategic thinking, planning, monitoring, and reporting capabilities, exceptional communication skills, and attention to detail and accuracy. Bringing autonomy in driving projects, supporting organisational engagement, with a continuous improvement and capacity building approach to assist the CLC to deliver effectively on its strategic goals.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

Organisational Performance

1. Lead the continuous improvement of the organisational performance framework, maintain the performance measures system, support managers to review and enhance measures; and coordinate six-monthly performance data collection.
2. Prepare the Performance Statement in compliance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), verified by managers with an audit trail on file.
3. Prepare management reports with performance analysis, trends, risks and emerging issues to inform the Executive Management Team in its decision-making; and accessible information for Council.
4. Coordinate the development of an organisation-wide monitoring and evaluation strategy.
5. Coordinate the collection and reporting of qualitative performance information through case studies and strategic evaluations that inform delivery of outcomes valued by Aboriginal people.
6. Coordinate the preparation of the organisation's half-yearly report to the Minister.
7. Lead organisational preparation for Senate Estimates hearings, including coordinating briefs, responses to Questions on Notice and staff training.

Organisational Planning

8. Lead the coordination and development of the Corporate Plan, informed by Council and management priorities and in compliance with the PGPA Act.
9. Coordinate workshops with Council members and management to review the organisation's goals and activities each Council term.
10. Maintain an organisation-wide document defining each section's responsibilities and goals, coordinating updates and approval of revisions.
11. Provide strategic advice on and review section business/strategic plans to support organisational alignment.

Other

12. Support priority projects with advice - as determined by the Manager.
13. Support organisational knowledge of the organisation's goals, activities and performance, contributing to a culture of planning, accountability and continuous improvement.
14. Other duties that are safe, legal, logical and responsible while being within the limits of employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE

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

WORKING RELATIONSHIPS

- Reports to and receives direction from the Strategy and Performance Manager.
- Work collaboratively with all staff in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections in performing the functions of the position.
- Develops and maintains good working relationships with 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 tertiary qualifications and demonstrated experience in organisational planning, performance measurement, monitoring and evaluation, governance, public administration or a related discipline.
2. Demonstrated experience coordinating organisational planning and performance frameworks, including developing and implementing performance measures, monitoring systems or strategic planning processes.
3. Demonstrated ability to analyse quantitative and qualitative information and prepare reports, briefs and performance information that supports executive decision-making and meets compliance requirements.
4. Highly developed stakeholder engagement and communication skills, with demonstrated ability to build productive relationships, facilitate consultation, and provide trusted advice to managers and executives.
5. Superior ability in problem solving and research, including the ability to present findings in an appropriate concise, factual and constructive manner ensuring that the CLC's interests are protected.
6. Excellent interpersonal and intercultural communication skills, with the ability to work respectfully and effectively with Aboriginal people, communities and diverse stakeholders.
7. Demonstrated ability to work both autonomously and collaboratively, exercise initiative, manage competing priorities, maintain confidentiality, work diplomatically, and adapt to changing organisational priorities.
8. Current (Manual) NT Driver's licence, and capable of holding an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Experience working in an Aboriginal organisation, cross-cultural environment, or public sector organisation.
2. Knowledge of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), Commonwealth performance reporting, Senate Estimates processes or similar public sector accountability frameworks.
3. Knowledge and understanding of Aboriginal society and the overall context in which the CLC operates.

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APPROVAL DATE: 20 July 2026