



Tuesday, 6 October 2026

Program Coordinator – NT Blacklip Rock Oyster Project Strengthening Drought Resilience on Country

Employer: Tiwi Resources Pty Ltd

Location: Darwin, with regular travel to Wadeye, Wurrumiyanga, South Goulburn Island & Groote Eylandt

Term: Fixed term to 30 June 2028, subject to final employment arrangements

Reports to: Tiwi Resources Board & Management

Works closely with: Darwin Aquaculture Centre (DAC), participating Aboriginal organisations, the Australian Government Department of Agriculture, Fisheries and Forestry (DAFF), and other technical, training and specialist partners

Position Purpose

The Program Coordinator will coordinate delivery of the Strengthening Drought Resilience on Country – Native Rock Oyster Project across four Northern Territory regions.

The position is primarily a coordination, relationship, governance and project-delivery role, rather than the project's principal technical aquaculture position. Technical aquaculture expertise will continue to be provided principally through DAC and other specialist partners.

The Coordinator will work with:

- Mantiyupwi – Wurrumiyanga
- Thamarrurr Development Corporation (TDC) – Wadeye
- Yagbani – South Goulburn Island
- Groote Aqua – Groote Eylandt
- Darwin Aquaculture Centre

The Coordinator will support each region to turn its priorities into practical Regional Activity Work Plans, approved budgets, activities, milestones and measurable outcomes. The Coordinator will ensure participating communities retain ownership of their regional priorities while Tiwi Resources meets its responsibilities as the Commonwealth Delivery Partner.

Key Responsibilities

Regional coordination

- Develop, maintain and regularly review a Regional Activity Work Plan for each of the four regions.
- Coordinate agreed activities, milestones, budgets and partner responsibilities.
- Maintain regular contact with each participating farm and provide a consistent point of coordination.
- Organise regional visits, meetings and cross-regional gatherings.
- Identify emerging delivery issues and support partners to resolve or escalate them.
- Coordinate changes to regional workplans where priorities, readiness, technical findings or local circumstances require adjustment.

Governance and Steering Group support

- Coordinate and provide secretariat support to the Program Steering Group.
- Prepare meeting agendas, progress summaries (quarterly and annual), action lists and supporting information for Steering Group meetings.
- Coordinate quarterly Steering Group meetings, with a mix of online and face-to-face/on-Country meetings as agreed.
- Track agreed actions and ensure decisions are reflected in regional workplans and program delivery.
- Escalate significant governance, delivery, financial or compliance issues to Tiwi Resources management.

DAC and technical coordination

- Coordinate the interface between the four regional farms and DAC.
- Assist with planning for broodstock, hatchery production, spat supply, nursery development and grow-out.
- Coordinate access to DAC technical and extension support according to the needs of each regional farm.
- Support planning around environmental monitoring, farm systems, production trials and climate-resilient farming practices.
- Assist partners to understand and progress relevant NTSQAP, biosecurity, food-safety and aquaculture licensing requirements.
- Ensure the Coordinator's role complements, and does not replace, DAC's technical aquaculture expertise.

Community and cultural engagement

- Ensure activities are developed with participating communities rather than imposed centrally.
- Support the involvement of Traditional Owners, Elders and local knowledge holders in planning and decision-making.
- Maintain appropriate consent arrangements for cultural knowledge, photographs, research and project information.
- Support Indigenous Cultural and Intellectual Property (ICIP) and Indigenous Data Sovereignty requirements.
- Ensure community and cultural considerations are reflected in regional workplans, MEL activities and program reporting

Business and enterprise development

- Coordinate development or updating of regional oyster business cases and business strategies.
- Assist partners to identify appropriate market, supply-chain and commercial development pathways.
- Support development of local employment and workforce pathways.
- Coordinate external business, marketing, governance and specialist assistance where required.
- Support participating farms to identify the activities and investments required to progress towards sustainable commercial operations.

Training and capability

- Identify regional training and capability requirements through each Regional Activity Work Plan.
- Coordinate training providers, DAC and other technical partners where training or capability development is required.
- Support development of local capability in farm operations, NTSQAP sampling, environmental monitoring, compliance, supervision and enterprise management.
- Encourage practical on-Country learning, mentoring and employment pathways.
- Align capability development to the needs and readiness of each regional farm rather than applying a one-size-fits-all training approach..

Funding, expenditure and program administration

- Maintain the overall program implementation schedule and coordinate delivery against the approved grant timeframe.
- Monitor expenditure against approved regional activities, budgets and funding schedules.
- Review regional payment requests, progress information and acquittal documentation against approved workplans before referring them for Tiwi Resources financial approval.
- Track unspent balances, approved budget variations and expenditure issues, and escalate matters requiring formal approval.
- Coordinate information required for Tiwi Resources reporting to DAFF.
- Maintain records of meetings, activities, outputs, approvals and supporting evidence.
- Lead preparation and consolidation of Program progress reports and the final Program report, drawing on contributions from DAC and regional partners. Coordinate preparation of financial acquittals with Tiwi Resources administration and finance personnel, and provide completed reporting documentation for Tiwi Resources review, approval and submission.
- Work closely with Tiwi Resources administration/finance support to ensure program records are complete, timely and audit-ready.

Monitoring Evaluation and Learning (MEL)

- Develop and coordinate implementation of the Project Monitoring, Evaluation and Learning Plan.
- Work with communities and partners to identify locally meaningful measures of success.
- Coordinate collection of appropriate community, cultural, environmental, workforce, production and enterprise information.
- Use MEL findings to support adaptive management and inform changes to regional workplans and priorities.
- Ensure MEL remains practical and does not unnecessarily burden participating communities.

Risk management

- Maintain the project risk register.
- Identify delivery, financial, compliance, workforce, environmental and logistical risks.
- Escalate significant risks to Tiwi Resources.
- Coordinate appropriate mitigation actions.

Key Attributes

The preferred person should demonstrate:

- strong project or program coordination skills;
- experience working with Aboriginal organisations and remote communities;
- strong relationship, facilitation and communication skills;
- ability to coordinate multiple organisations, locations and competing priorities;
- experience with government-funded programs, budgets, reporting and acquittals;
- ability to develop practical workplans and track delivery against milestones;
- understanding of governance, financial accountability and risk management;
- ability to work independently while maintaining effective communication with Tiwi Resources management and partner organisations;
- ability and willingness to travel regularly throughout remote Northern Territory communities.

Aquaculture experience would be desirable but is not mandatory. The role requires sufficient understanding to coordinate technical work effectively, while specialist aquaculture advice and technical delivery will sit substantially with DAC and other technical partners.

Licences, Checks and Other Requirements

- Current unrestricted C Class driver's licence; a manual licence is preferred where operationally required.
- Demonstrated experience driving in remote and/or four-wheel-drive conditions is highly desirable.
- Ability to obtain and maintain a Working with Children Clearance (Ochre Card).
- Capacity to undertake regular remote travel, including overnight and multi-day visits, where required.

Salary and Benefits

- Salary \$125,000 per annum plus 12% superannuation
- Darwin-based position with frequent travel to the four participating remote locations across the Top End.
- Reasonable approved travel, accommodation and work-related expenses will be met in accordance with Tiwi Resources policies and program arrangements.

Conditions

- 38 hours per week.
- Additional hours must be approved by the Tiwi Resources Business Manager and will be managed as Time Off In Lieu (TOIL) on a one-for-one basis, subject to Tiwi Resources policy and employment arrangements.
- 30 days (6 weeks) annual leave per year.
- 10 days (2 weeks) personal/carer's leave per year.
- Uniforms and required personal protective equipment (PPE) will be provided.