



Position Title:	Senior Heritage Officer	Position No:	N11
Group:	Land & Law	Service Area:	Anthropology
Reports to:	Anthropology Manager	Direct Reports:	N/A
Classification Level	Senior Officer Grade B (SOGB)		
Location:	Darwin	Date Approved:	October 2026
Special Measures:	<i>No - Not Applicable</i>		

POSITION OVERVIEW

The Senior Heritage Officer is responsible for developing and implementing strategic and operational objectives that support and promote the protection of cultural heritage across the NLC region. This position provides support and guidance on cultural heritage matters and projects to internal stakeholders, NLC committees, and constituents.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate a commitment to the NLC's vision, mission, values and Code of Conduct
- Actively contribute to the overall workplace culture of the NLC by engaging with internal stakeholders to enable positive contributions that enhance program and constituent outcomes and maintain compliance with organisational wide policy and procedure.

STAKEHOLDER ENGAGEMENT

- Liaise with relevant Government agencies, proponents and other stakeholders as required to develop and implement policies, research and plans to support the NLC and its constituents to manage their cultural heritage.
- Provide strategic advice and support to NLC staff, managers and constituents in the mediation of, negotiation, compliance with and implementation of cultural heritage protocols, schedules and relevant parts of Agreements as required.

PROGRAM OPERATIONS

- Lead cultural heritage projects and matters across the organisation through research, analysis and advice in collaboration with the Anthropology, Legal and Resources and Energy service areas.
- Develop and implement cultural heritage plans, programs and repatriation projects in order to manage land and waters within the NLC region, to protect, support and enhance cultural heritage values, and to improve their resilience to risks and threats.
- Develop, lead and implement Cultural Heritage Management Plans (CHMPs) and monitor stakeholder compliance obligations of these CHMPs on behalf of the NLC and its constituents.
- Review and coordinate research into cultural heritage, including reports, preparation of terms of reference, scope of works, and provide feedback to consultants and ensure compliance with recommendations.
- Where required engage appropriate consultants for the provision of archaeological and cultural heritage surveys, plans and reports in relation to the Heritage Act 2011 (NT), Environment Protection and Biodiversity Act 1999, Native Title Act 1993, Aboriginal Land Rights Act (NT) 1976, as well as exploration leases, mining leases and tenements, third party approval regimes and heritage protection.
- Provide advice and direction to NLC staff on cultural heritage matters in the preparation of research reports and materials for use in negotiations, proceedings and agreements as they relate to cultural heritage.
- Assess cultural heritage and archaeological reports and advice for Managers, Anthropologists, Lawyers and NLC constituents.



- Evaluate cultural heritage impacts in the management and implementation of projects critical to the NLC and constituents.
- Report on field work results and assessments, including the development of appropriate heritage protection and management activities, with regard to strategies and initiatives to identify and protect culturally significant values and sites including archaeological sites and landscapes.
- Work with NLC GIS specialists in the development of GIS resources and data for strategic cultural heritage projects. Coordinate, document and report on cultural heritage protocols for the management of data.
- Undertake archaeological surveys, site assessments and investigations as required, spatially define and map the extent of cultural heritage for site identification, values and measures as part of their protection and make recommendations regarding the management of identified cultural heritage places.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.
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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum Honours level Degree in Archaeology, Cultural Heritage Anthropology or a related field.
- Minimum 5 years relevant practical experience working in Archaeology or cultural heritage including archaeological fieldwork and analysis, investigations, excavation and report.
- Knowledge and understanding of heritage legislation, particularly the Heritage Act 2011 (NT) AND Commonwealth heritage laws.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Experience in the use of GIS tools, databases and software applications.
- Excellent written communication skills including submissions, business communication and reporting.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or chartered light aircraft.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Understanding of the Heritage Act 2011 (NT), Environment Protection and Biodiversity Act 1999, Northern Territory Sacred Sites Act 1989, Aboriginal Land Rights Act (NT) 1976 and Native Title Act 1993.