



Position	Senior Policy and Development Officer
Employment Status	Full-time (ongoing) \$120,000 per annum plus superannuation
Location	Darwin
Reports to	Manager, Policy and Advocacy
Other Information	Regular travel to the Tiwi Islands will be a requirement for this role.

Position Overview

This role sits within the TLC Policy and Advocacy Team and supports two key activities in the TLC's Corporate Plan 2026-2030:

- Listening to and promoting Tiwi voices within and beyond our islands.
- Supporting the development of, and participation in, the Tiwi economy.

Under the guidance of and reporting to the Manager, Policy and Advocacy, the Senior Policy and Development Officer will initially lead two strategic and interconnected planning projects for the Land Council, focused on the future Tiwi economy and Tiwi homelands. Ongoing work will be informed by the outcomes of these projects and evolving priorities of the Land Council.

The role will work closely with the TLC's Closing the Gap Senior Policy Officer and the Tiwi Leaders Forum Coordinator so that these projects inform the TLC's policy positions, advocacy and coordination with Tiwi organisations, services and stakeholders.

This role provides critical capacity to advance the Land Council policy priorities, through highly consultative and strategic work that is intended to make a practical difference to Tiwi people's lives.

Organisational Overview

The TLC was established in 1978, as a corporate commonwealth entity under the *Aboriginal Land Rights (Northern Territory) Act 1976* (ALRA), following representation by the Tiwi people to the Federal Government for recognition of our distinct geographic and cultural identity.

The establishment of the land council was a significant milestone for Tiwi people and marked a pivotal moment in the assertion of Tiwi self-determination and cultural authority.

Today, the TLC continues this work, in line with our statutory functions and guided by our vision to secure the effective management of Tiwi country and revitalisation of Tiwi culture for the benefit of future generations of Tiwi people.



TLC Values

Respect

I will be respectful in all my dealings and convey a friendly, positive and professional manner at all times.

Trust

I will act in a trustworthy and honest manner; maintain confidentiality and adhere to all workplace policies and procedures.

Expertise

I will utilise my experience, knowledge and understanding to execute my duties to the best of my ability.

Flexibility

I am open to change and will be pro-active in my approach to finding new ways of working.

Role Relationships

- Tiwi Land Council staff and members
- Tiwi community members
- Clan corporations and other Tiwi organisations
- Local stakeholders
- Australian Government officials
- NT Government officials
- APONT member organisations, including other NT Land Councils
- Policy forums, advisory committees and reference groups

Role responsibilities

- Lead the Future Tiwi Economy and Tiwi Homelands Planning projects, including providing strategic direction, day-to-day project management, leading project governance, and managing project consultants, budgets, risks and reporting.
- Initiate, build and maintain effective working relationships with stakeholders, including Tiwi people, project consultants, Tiwi organisations, local stakeholders, relevant NT and Australian Government departments, funding bodies and other stakeholders.
- Attend Full Council, Executive and Clan Group meetings to brief and consult with Land Council members and clan groups as required.
- Work closely with other members of the Policy and Advocacy Team so that insights, needs and opportunities identified through the projects inform the TLC's policy and advocacy work, and, where relevant, share information and coordinate with other areas of the Land Council.



- Keep up to date with developments in government policy and legislation relevant to Tiwi people, and particularly with respect to economic development and homelands, and ensure a high level of internal communication on relevant project and policy matters.
- Identify learning, development, networking and funding opportunities for Tiwi people interested in or already pursuing business, enterprise and economic development activities, and connect people to these opportunities where needed.
- Other duties, as directed by the Manager, Policy and Advocacy.

Selection Criteria

Essential

- Strategic planning and policy development: Demonstrated ability to contribute to or lead the development of strategic plans, policies, programs or initiatives that respond to community priorities and support positive outcomes.
- Research, analysis and problem-solving: Strong research, analytical and problem-solving skills, including the ability to assess complex information, identify emerging issues and opportunities, and develop practical, evidence-informed recommendations.
- Project management and delivery: Demonstrated experience planning and delivering complex projects, including managing competing priorities, project governance, consultants, budgets, risks, reporting and deadlines.
- Stakeholder engagement and relationship management: Highly developed interpersonal skills, with the ability to build and maintain constructive relationships and undertake effective consultation with diverse stakeholders, including community members, organisations and government agencies.
- Written and verbal communication: Strong communication skills, including the ability to prepare clear reports, briefing papers and other documents, present information to different audiences, and communicate effectively and respectfully in cross-cultural settings.
- Initiative and strategic thinking: Ability to work independently, exercise sound judgement, take initiative and adapt to changing priorities, while maintaining a focus on long-term objectives and practical outcomes.
- Cultural understanding and legislative context: Understanding of, and commitment to, working respectfully with Aboriginal and Torres Strait Islander peoples and communities, including an appreciation of Tiwi culture, history, self-determination and the legislative and organisational context in which the TLC operates.
- Economic development and community outcomes: Knowledge of, or demonstrated interest in, economic development, community planning, homelands or related issues affecting Tiwi communities, and an ability to identify opportunities that support community priorities and participation in the Tiwi economy.
- Workplace and digital capability: Commitment to workplace health and safety, together with proficiency in Microsoft Office applications and the ability to use digital tools to support project management, reporting and communication.

Desirable

- Experience working with Aboriginal and Torres Strait Islander peoples, a land council, an Aboriginal community-controlled organisation or in a remote community setting.



- Tertiary qualifications in community development, social science, political science, economics, law, project management or a related discipline, or equivalent relevant professional experience.

Other requirements

- Current Australian Drivers Licence
- Ability to obtain a 4WD training certification
- Ability to obtain a First Aid accreditation
- Current Working with Children Check (Ochre Card) or ability to obtain
- Ability to obtain a National Police Check
- Ability to obtain a permit to enter into community
- Willingness to travel by light aircraft and ferry to community



Approval

..... Date:

Brenton Toy

Chief Executive Officer

Employee Acceptance

I, ...agree to the role and responsibilities expected of me in the position of Senior Policy and Development Officer.

..... Date:

Signature of employee

Created	18 May 2026
Version	2.0