Position Title:	**Operations and Network Coordinator – Learning on Country (LoC)**	**Position No:**	**N50**
Group:	Land and Sea Management	**Service Area:**	Learning on Country (LoC)
Reports to:	Manager, Learning on Country (N61)	**Direct Reports:**	M&E Project Officer (N54)
Classification Level	Senior Professional Officer (SPO)		
Location:	Darwin	**Date Approved:**	October 2026
Special Measures:	*No - Not Applicable*		

POSITION OVERVIEW

The Operations and Network Coordinator – Learning on Country is responsible for leading the day-to-day operational coordination and oversight of the Learning on Country Program across 18 remote community delivery sites. The position ensures sites operate in accordance with program objectives, government funding requirements, contractual obligations and Learning on Country Program guidelines.

Working closely with local coordinators, Indigenous stakeholders, partner organisations and government agencies, the role monitors operational performance, supports governance and reporting processes, coordinates network-wide activities and identifies opportunities to strengthen program delivery. The position provides operational leadership, workforce support and stakeholder coordination to ensure consistent, effective and culturally appropriate service delivery across the Learning on Country network.

A key responsibility of the role is coordinating the logistics and delivery of remote on-Country learning experiences for school students, including camps and other experiential learning activities, ensuring effective planning, risk management and compliance with Work Health and Safety, child safety and organisational requirements.

The role contributes to organisational accountability through performance monitoring, compliance management, continuous improvement initiatives and the implementation of operational systems and practices that support long-term program sustainability.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Build and maintain relationships with Learning on Country sites, committees, schools, ranger groups, government agencies and partners, supporting consultation, collaboration and program delivery
- Support operational planning, monitor site performance and compliance with funding agreements, and coordinate performance reporting and briefing requirements
- Coordinate and provide secretariat support to the Learning on Country Steering Committee, sub-committees and working groups, including governance reporting and action tracking
- Lead or coordinate operational improvement initiatives, including development and implementation of systems, policies, procedures and governance practices.
- Support workforce capability and program delivery through supervision, mentoring, training coordination and staff development activities
- Prepare reports, submissions, briefings and performance information to support program management, organisational accountability and funding obligations
- Represent the Learning on Country Program and the NLC in relevant forums, stakeholder meetings and partnership activities as required
- 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

- Relevant tertiary qualifications in Education, Natural Resource Management, Community Development, Indigenous Engagement, Project Management or a related discipline, and/or significant experience working in remote Aboriginal communities delivering stakeholder-based programs.
- Demonstrated knowledge and experience working within education, training, youth development or Indigenous Ranger Program environments, including an understanding of Learning on Country principles, two-way learning approaches and community-led program delivery.
- Highly developed stakeholder engagement, negotiation and relationship management skills, with proven ability to influence, coordinate and build productive partnerships across Aboriginal communities, schools, government agencies and service providers in cross-cultural contexts.
- Experience coordinating complex programs, projects or operational activities, including operational planning, governance support, reporting, funding compliance and implementation of continuous improvement initiatives.
- Well-developed cultural competence and commitment to working respectfully with Aboriginal people, communities and cultural governance systems.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Knowledge of and commitment to the principles of Equity and Diversity, participative workplace practices and Work Health and Safety, and the ability to apply these principles in the workplace.
- Current NT C Class Driver Licence, ability to operate 4WD vehicles, willingness to undertake extensive travel to remote communities
- A current Working with Children Clearance Notice (Ochre Card) or ability to obtain
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DESIRABLE REQUIREMENTS

- Comprehensive experience with a range of project management and software systems.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)