Position Title:	**Regional Program Coordinator – Southeast Arnhem**	**Position No:**	**NT20**
Group:	Land and Sea Management	**Service Area:**	Caring for Country
Reports to:	Caring for Country Operations Manager	**Direct Reports:**	Ranger Coordinators (NT78, NT29 & NT17) IPA Coordinator SEAL (N46) SEAL Marine IPA Development Officer (N44) Support Officer SEAL (NT84) Women &Youth Coordinator (N57) Ghost Net & Marine Debris Coordinator (N82)
Classification Level:	Senior Officer Grade B - SOGB		
Location:	Darwin	**Date Approved:**	October 2026
Special Measures:	*No - Not Applicable*		

POSITION OVERVIEW

The Regional Program Coordinator – Southeast Arnhem is responsible for the operational leadership, financial management and workforce development of Caring for Country (CFC) Ranger and Indigenous Protected Area (IPA) programs across the Southeast Arnhem region. The role oversees the delivery of the Numbulwar Numburindi (Numbulwar), Yugul Mangi (Ngukurr) and Alawa (Minyerri) Ranger Programs. It also has oversight of the Southeast Arnhem Land IPA (Land and Marine) projects, ensuring activities are delivered safely, effectively and in accordance with Traditional Owner aspirations, funding agreements and organisational objectives.

Reporting to the CFC Operations Manager, the Regional Coordinator leads a team of Ranger Coordinators, IPA Coordinators and project staff to deliver culturally led land, sea and freshwater management outcomes across the region. The position has responsibility for regional workforce planning, budget management, program governance, employee performance management and program reporting, ensuring resources are effectively utilised to achieve program outcomes

The role works closely with Traditional Owners, Aboriginal communities, funding bodies and partner organisations to support strong cultural governance, maintain effective stakeholder relationships and promote sustainable program delivery. The position also identifies opportunities to strengthen ranger capability, employment pathways and regional program development to support the long-term success of CFC initiatives in Southeast Arnhem Land.

KEY RESPONSIBILITIES

LEADERSHIP

- Provide oversight and management of regional land and sea country programs, ensuring delivery aligns with Traditional Owner priorities, organisational objectives and funding requirements.
- Work closely with Traditional Owners, Ranger teams and communities to support culturally informed decision-making in delivering Caring for Country land and sea management outcomes.
- Lead, supervise and develop Ranger and program staff, supporting performance, mentoring, training and career development.

- Support and facilitate Traditional Owner governance and decision-making processes to ensure regional programs remain aligned with cultural authority, community priorities and approved management plans.

STRATEGY AND PLANNING

- Develop and implement annual work plans, projects and operational priorities to achieve agreed outcomes and performance targets.
- Oversee the implementation and delivery of Indigenous Protected Area (IPA) management plans and associated program activities.
- Manage program budgets and financial resources, including budget preparation, expenditure monitoring, reporting and resource allocation.
- Ensure compliance with annual work plans, funding agreements, governance requirements, reporting obligations, Code of Conduct and WHS policies.

STAKEHOLDER ENGAGEMENT

- Identify and pursue funding, partnership and business development opportunities to strengthen program sustainability and growth.
- Represent the organisation in stakeholder meetings, forums and partnership activities, building productive relationships and advocating for ranger and land management programs.

SECTION OPERATIONS

- Manage remote program operations, including logistics, assets, infrastructure, vehicles, equipment and workforce employment.
- Drive improvement by identifying challenges and implementing practical solutions that enhance program performance and outcomes.
- Monitor and report on program performance, budget expenditure, milestones and outcomes to funding bodies, regional council members and through NLC organisational governance structures.

PEOPLE MANAGEMENT

- The role is accountable for section workforce performance but does not determine whole-of-service workforce architecture. It acts within the Management Levels of Authority and is accountable for:
  - Performance management of direct reports, including setting expectations, providing feedback, managing underperformance and recognising achievement.
  - Managing conduct, attendance and capability matters within delegation, including initiating formal processes where required.
  - Workforce planning within the section, including identifying capability gaps and resourcing needs.
  - Recruitment and selection processes within approved delegation and establishment.
  - Supporting development and succession planning within the section.
  - Implementing organisational people initiatives and change processes within the section.
- The role applies judgement in interpreting and applying people policies and procedures and escalates complex, high-risk or sensitive matters to the Service Area Manager or People & Culture where required.

WORK HEALTH AND SAFETY

- Promote a strong safety culture, ensuring risks, incidents and hazards are effectively managed in accordance with organisational and legislative requirements.
- Monitor and address safety risks and incidents within the section.
- Ensure staff understand and meet their WHS responsibilities.
- Escalate significant or systemic WHS risks.
- Accountable for WHS implementation and compliance within the section.
- Look after your own health and safety and make sure your work does not put others at risk.

AUTHORISATION & ACCOUNTABILITIES – INFORMATION SECTION

Financial Delegation - Band 5

- Approves operating expenditure within the section's budget and Financial Authorisation (Band 5).
- Approves procurement and capital expenditure within the approved budget and Financial Authorisation.
- Monitors section budget performance.
- Contributes to the development of the section budget.

Governance Accountability

- Accountable for overall section compliance with legislative and policy requirements.
- Accountable for accurate reporting and effective maintenance of internal controls within the section.
- Escalates enterprise or cross-service risks to the Service Area Manager.

Decision-Making Authority

- Makes operational decisions within established frameworks.
- Applies professional judgement in policy interpretation.
- Allocates section resources within approved budget.
- Escalates matters outside delegation or high-risk issues.

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum of four (4) years' experience leading ranger, Indigenous Protected Area or natural resource management programs, with a proven ability to deliver environmental, cultural and operational outcomes in remote and culturally diverse settings
- Demonstrated understanding of Indigenous Ranger programs, including land and marine conservation projects, cultural and savanna burning programs, weed management and feral animal control
- Demonstrated understanding of Indigenous Protected Area management and the role of Traditional Owners in environmental and cultural governance.
- Developed leadership and cross-cultural communication skills, with examples of success building strong, respectful relationships with Traditional Owners, community members, staff, government agencies and external stakeholders
- Demonstrated experience leading and developing multidisciplinary teams, including performance management, workforce planning, mentoring and staff development.
- Strong financial and program management experience, including budget management, grant and funding agreement compliance, operational planning, reporting and performance monitoring
- Practical knowledge of land management technologies and remote field operations, including GPS, GIS and mapping platforms such as QGIS and Avenza Maps
- Current C Class Driver Licence and the ability and willingness to travel extensively in remote areas using 4WDs, light aircraft, ATVs and small vessels.
- Oche Card or ability to attain

DESIRABLE REQUIREMENTS

- Completion of qualifications in natural resource management, conservation and land management or similar related field
- 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.)