



TITLE	Aboriginal Project Officer
CLASSIFICATION	Level 1 Coordinator
ORDINARY HOURS	18.75 hours per week
FULL TIME EQUIVALENT	0.5 FTE
DATE	November 2025
REPORTS TO	Operations Manager Water and Biodiversity
LOCATION	Launceston

Position Purpose

NRM North acknowledges and respects the enduring connection that Tasmanian Aboriginal people have with land, sea, and sky Country. The Aboriginal Project Officer contributes strategically by facilitating the implementation of projects and initiatives, ensuring alignment with the 2030 NRM Strategy for Northern Tasmania, and supporting the Aboriginal community's aspirations and activities in caring for land, sea, and sky Country.

By actively participating in project planning and delivery including on ground activities, this role will help support access, healing, protection, and management of Country, while also strengthening our organisation's understanding of Aboriginal cultural values and practices.

This is an identified position. The appointee will be an Aboriginal and/or Torres Strait Islander person. NRM North's Identified Position Guidelines provide the requirements for confirmation of identity.

Our Organisation

At NRM North, we are dedicated to maintaining high standards of performance, and we expect all employees to embody the organisation's values in their behaviour. Demonstrating a strong commitment to these values is essential to your success and plays a key role in fostering a positive and productive workplace culture.



Integrity

We act ethically and uphold our commitments, ensuring transparency and accountability while respecting diverse perspectives.



Knowledge and innovation

We strive for continuous improvement by respecting traditional learnings, new ideas and a scientific approach to meet evolving challenges and embrace opportunities.



Care for the environment

We are committed to protecting, conserving and rehabilitating our environment and promoting sustainable practices.

Organisational Values



Working together

We collaborate to build capacity, exchange knowledge and achieve shared success.



Wellbeing

We support a work-life balance and prioritise the personal and professional growth of our team.

Position Accountabilities and Outcomes

Accountabilities	Responsibility	Outcome
Organisational Values	Integrity Knowledge & Innovation Care for the environment Working together Wellbeing	Consistently demonstrate actions that reflect and reinforce an understanding of our organisational behaviours
Project Management	Assist in the development of comprehensive project plans, including defining priorities, activities, budgets, community engagement strategies, risk assessments and partnership approaches	Contribution to new project design, including cultural, biodiversity, caring for land and sea Country projects
	Participate in the delivery of projects efficiently and effectively - including managing risk, delivery within time and budget and achievement of defined outcomes and objectives	Supported projects are delivered effectively, efficiently and within budget
	Support and identify solutions that contribute to culturally informed and evidence-based decision-making processes, enhancing project performance and outcomes	Culturally informed decision making is supported
Relationships (internal & external)	Develop and maintain effective relationships within the organisation, with industry partners, all tiers of government and members of the community	Relationships are developed and maintained with industry partners resulting in increased collaborative opportunities and strengthened support for NRM North's initiatives
	Support continuous improvement and promote a culture that encourages positive teamwork	Staff are supported to share knowledge, learn from experience and work cohesively, leading to improved team effectiveness, innovation in service delivery, and enhanced organisational performance
Workplace Health & Safety	Support a workplace that fosters a safe work environment including risk assessment, incident reporting, workplace health and safety and wellbeing	Encourage awareness and individual accountability to ensure ongoing safe work environment

Accountabilities	Responsibility	Outcome
Qualifications and / or requirements		
<p>To be eligible to apply for this identified position, you must be an Aboriginal or Torres Strait Islander person. This means you must:</p> <ul style="list-style-type: none"> a) have Aboriginal and/or Torres Strait Islander ancestry; b) self-identify as an Aboriginal person and/or Torres Strait Islander; and c) be recognised as an Aboriginal person and/or Torres Strait Islander by the Aboriginal or Torres Strait Islander community in which you live or have lived. <p>Applicants must:</p> <ul style="list-style-type: none"> • Provide documentation that confirms their Aboriginal identity, in-line with eligibility requirements. • Hold and maintain a current Driver Licence with ability to travel throughout the region or state as required • Be Legally entitled to work in Australia • Hold a Working with Vulnerable People registration (or eligibility to obtain) <p>Note: All licenses/tickets/cards stated in the Position Description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify NRM North as soon as practicable.</p>		

Capabilities, skills and experience

This role will require the following skills, attributes, and experience:

- Experience and confidence working with and engaging the Aboriginal community in natural and cultural resource management, including knowledge and understanding of cultures, values and issues
- Demonstrated ability to appropriately deal with sensitive and highly confidential information
- Confident and professional approach
- Effective relationship builder and relationship manager
- Excellent negotiation, facilitation and communication skills (verbal and written)
- Excellent organisational and time management skills
- Highly motivated, positive and proactive
- Demonstrate initiative, innovation and the ability to be agile in a changing environment
- Understand continuous improvement within the workplace

Key Selection Criteria

1. Demonstrated knowledge of and connection to the Tasmanian Aboriginal community
2. An understanding of, or the ability to quickly develop knowledge in, natural resource management and conservation
3. Demonstrated project delivery experience
4. Organisational skills to participate in multiple activities and time management to meet conflicting deadlines
5. Proven initiative and demonstrated ability to: work autonomously and as an effective team member; meet deadlines and establish work priorities; and achieve quality outcomes
6. Strong interpersonal skills and communication skills (written and verbal)

Role Acceptance

I have read and understood the content of the Position Description for my role and accept the duties, responsibilities and obligations of my position. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

SIGNED BY YOU:

Employee: _____
Name: _____
Date: _____

SIGNED BY MANAGEMENT:

Manager: _____
Position: _____
Date: _____