



**North Australian Indigenous Land
and Sea Management Alliance**

Building H, 23 Ellengowan Drive, Brinkin NT
PO Box 486 Charles Darwin University
Darwin NT 0815 Australia
Phone: 0488 068 738
admin@nailsma.org.au
www.nailsma.org.au
ABN: 80 149 061 174

Looking after Our Country... Our Way

POSITION DESCRIPTION

POSITION TITLE:	Program Manager
LOCATION:	Darwin (Other locations considered for the right candidate)
REPORTING TO:	Chief Operations Officer (or delegate)
SALARY:	\$140,000
PREPARED:	June 2024

Northern Australian Indigenous Land and Sea Management Alliance (NAILSMA)

NAILSMA is an Indigenous-led not-for-profit company that operates across northern Australia to assist Indigenous people manage their country sustainably for future generations. We provide Indigenous leadership in the delivery of large-scale and complex programs that meet the environment, social, cultural, and economic needs of Indigenous people across northern Australia. **NAILSMA highly encourages Aboriginal and Torres Strait Islander people to apply.**

Position Overview

The Program Manager will be responsible for the successful delivery of a national project to support the development of emerging biodiversity market opportunities that aim to maximise benefits for Indigenous people across the nation.

Working Relationships

The Program Manager will work closely with and maintain strong relationships with stakeholders at all levels, including staff, the project governance group, project partners, traditional owners, subject matter experts, academics, government, non-government organisations, and the public.

Role Context

The project is a national partnership with Indigenous organisations to establish Indigenous led biodiversity and cultural credit methods development across Australia. The Project Manager will play a critical role in leading the planning, implementation, management, and completion of the project.

Responsibilities/Duties

- Manage and successfully deliver identified project outcomes for a nation-wide nature repair market and biodiversity project
- Lead the development and implementation of governing policies and processes, project plans and strategies to achieve project outcomes
- Engage and manage stakeholder relationships at all levels across the project to ensure alignment with project objectives
- Establish and manage contractual agreements with stakeholders
- Lead the project management operations including strategically planning program activities, resource allocation and management, monitoring progress, ensuring deliverables meet quality standards on time and within budget, identifying opportunities for improvements and proactively managing risk
- Manage the project team providing leadership and direction that fosters collaboration and a positive work environment
- Coordinate, review and produce high-level correspondence, briefings and reports for stakeholders including executive members and sub-committees

Knowledge, Experience and Skills

- Knowledge and understanding of Aboriginal and Torres Strait Islander societies and peoples and demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
- Tertiary qualifications and extensive experience working in Indigenous land and sea management, environmental science, or natural resource management, including knowledge and understanding of Australia's nature repair market and related policies.
- Experience and understanding of different methods and frameworks that could be used to value nature and biodiversity including skills in monitoring progress, adaptive management, and consistent reporting. Familiarity with the value of natural resources such as soil, water, and living things.
- Extensive experience collaborating with diverse project partners and managing multi-organizational multi-disciplinary teams to delivery complex project outcomes for multiple audiences. For example, coordinating the delivery of high-level outputs for on-ground managers, First Nations people, Indigenous organisations, government agencies, the general public, large corporations and research institutions.
- Demonstrated experience working with corporate entities to deliver impact for Indigenous communities and meet corporate social responsibility outcomes.
- Understanding of nature-related risks and their impact on operations. Familiarity with disclosing nature-related impacts and dependencies.
- Demonstrated knowledge and experience in the strategic development and implementation of project governance, policies, and processes.
- Excellent communication skills including the ability to develop and maintain positive working relationships with stakeholders in a complex environment, undertake negotiations and resolve conflicts, produce high level correspondence, briefings and reports and articulate complex concepts to diverse audiences
- Demonstrated knowledge and experience in the contract management lifecycle and project management methodology and tools
- Demonstrated experience and skills in leading and managing a team with a collaborative and positive approach
- Excellent organisation skills with the ability to manage and meet competing deadlines with minimal supervision