



ABN 72 424 188 260

## Project Officer

**Location:** Karratha, Port Hedland, Pilbara Region

**Employment Type:** Full-time, part-time or casual

**Salary:** \$80,000 per annum

**Job Posted:** 25/02/2026

**Closing Date:** 27/03/2026

Ngarlawangga Aboriginal Corporation (NAC) is the Registered Native Title Body Corporate (RNTBC) for the Ngarlawangga People in Western Australia. Dedicated to caring for country, empowering our people, and building a strong, sustainable future, the corporation plays a pivotal role in managing native title interests and supporting community development across Ngarlawangga Country.

We are seeking a passionate and experienced **Project Officer** to contribute to delivering critical country, culture and heritage projects and activities.

### PURPOSE

The Project Officer works collaboratively with the NAC team and Traditional Owners, contributing to the delivery of critical projects and activities that preserve and protect Ngarlawangga country, culture, and heritage, and achieve positive outcomes for Ngarlawangga People.

### KEY RESPONSIBILITIES

#### Projects and activities

- Assist in the coordination and delivery of country, culture and heritage projects and activities, including support with logistics and attendance at field-based activities and events.
- Participate in heritage and environment surveys and monitoring activities as a NAC Project Officer or Cultural Advisor as required.

#### Record keeping

- Create and maintain accurate records of projects and other activities.
- Assist with maintaining databases, cultural mapping data and cultural heritage records in both physical and electronic form.

#### Reporting

- Prepare reports and other information relating to projects and activities using agreed reporting systems and processes.

#### Relationships, collaboration and support

- Build respectful and positive relationships with Traditional Owners, NAC teams and stakeholders to support country, culture and heritage projects and activities.
- Work collaboratively with NAC teams and provide support across NAC operational areas as required.

### **Cultural protocols**

- Ensure that all projects and activities align with cultural protocols, respecting the traditions, values and knowledge of Ngarlawangga People.
- Assist in Cultural Awareness Training, including improving the existing CAT package and/or delivery as required.
- Any other activities necessary to protect and manage areas of cultural and environmental significance as required.

### **Systems and continuous improvement**

- Comply with relevant statutory and NAC corporate systems, policies, procedures, protocols and contractual obligations.
- Contribute to NAC risk and incident management processes, systems and reporting, including escalating and reporting where required.
- Strive for continuous improvement by identifying and implementing better ways to complete tasks.
- Show a proactive approach to problem solving and continuous organisational improvement.

### **POSITION REQUIREMENTS**

- The person appointed to this position must be a Ngarlawangga person.
- An ability to travel and stay on country to assist with field-based projects and activities, heritage and environment surveys and monitoring activities, and to attend meetings and other events.

### **QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

- A sound understanding of and commitment to Ngarlawangga lore.
- Genuine appreciation and respect for Aboriginal people and their culture.
- Respected by the Ngarlawangga community and recognised as an active community member.
- Recognised engagement with Ngarlawangga culture.
- Willingness to acquire knowledge about Ngarlawangga culture that will assist in implementing Project Officer responsibilities.
- An ability and willingness to promote and foster cultural literacy.
- An ability and willingness to represent NAC and the community on cultural matters including active participation in meetings, events and activities.
- High level of integrity.
- Secondary education with a pass in English and Maths.
- Demonstrated sound written and verbal communication skills.
- Strong organisational skills and the ability to work across multiple projects and activities.
- An ability and willingness to work cooperatively and constructively with small teams, and across operational areas.
- Sound MS Office skills - Outlook, Word and Excel.
- An ability to safely operate 4WD vehicles or willingness to learn.

### **LICENCES, CERTIFICATES, CLEARANCES**

- Current WA Driver's Licence
- National Police Certificate
- Current senior first aid skills

## **Why join us**

**Cultural impact:** Be part of a team that values, respects and progresses Indigenous native title rights and interests and works to protect and preserve country, culture and heritage.

**Supportive Environment:** Work in a culturally safe, inclusive and supportive workplace.

**Professional Development:** Opportunities for career growth, training, and learning from community leaders and cultural experts.

**Flexible Work Options:** We offer flexible work arrangements to support work-life balance.

**Competitive salary and benefits:** Negotiated based on skills and experience, with salary packaging options available.

## **How to apply**

If you meet the above position requirements and criteria and would like the opportunity to work in our growing corporation, please submit your resume and cover letter by 27/03/2026.

We will review applications as we receive them.

**Email:** [mbrown@ngarlawangga.com.au](mailto:mbrown@ngarlawangga.com.au)

**Further Information:** Please contact Maree Brown on 0418 898 513