



# NEW SOUTH WALES ABORIGINAL LAND COUNCIL

Senior Programs Officer  
Parramatta Location

Salary Range \$109,478 to \$128,878 plus 9.5% super and other benefits

## The Opportunity

The Senior Programs Officer manages and coordinates the development, implementation and evaluation of complex programs to achieve program and project outcomes and support the achievement of organisational objectives.

## To be successful in this role, the Senior Programs Officer will:

- Manage and oversee all aspects of program and project planning, development and implementation for a range of programs and projects, including developing project plans, coordinating resources, managing budgets, meeting reporting requirements, and supporting program and project-related activities, to ensure program outcomes are achieved on time, on budget, to quality standards and within agreed scope in line with established program and project management methodology.
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure program and project deliverables are met.
- Monitor and evaluate all aspects of program and project implementation, including risk and contingency management, benefits realisation, program and project impact and quality measures, to identify and address issues, assess program and project progress and effectiveness, and achieve program and project outcomes.
- Manage a project team/s, ensuring compliance with governance and quality requirements, to successfully deliver all key programs of works and project/s milestones and outcomes.
- Undertake research and formulate recommendations to support evidence based programs and project planning and decision making.
- Provide advice and information to stakeholders on emerging program and project issues and to support project development and delivery in line with established plans, budgets, timeframes, policy objectives and other project and priorities.

## About us

The NSW Aboriginal Land Council (NSWALC) is the State's peak representative body in Aboriginal affairs and aims to protect the interests and further the aspirations of its members and the broader Aboriginal community. NSWALC is a not for profit organisation. More information about NSW Aboriginal Land Council can be found at [www.alc.org.au](http://www.alc.org.au)

## How to apply

To apply for the position please obtain a copy of the recruitment package containing the Role Description and Success Profile by contacting the Human Resources Officer by email: [recruitment@alc.org.au](mailto:recruitment@alc.org.au) or on (02) 9689 4490. Applications close **5.00 PM Tuesday, 12 September 2017** and can be forwarded to [recruitment@alc.org.au](mailto:recruitment@alc.org.au)

**Job Status:** Ongoing (Permanent)

**Job Reference:** 0018