



Role Profile: Project Officer – Remote Workforce Development

Background

DKA is a statutory corporation of the Northern Territory that works to make life better in desert and arid communities. We focus on education, research, and collaboration to help these communities grow and succeed.

About the role

We are looking for a motivated and culturally aware person to join us as a Project Officer for Remote Workforce Development. This job is about working with the Northern Territory Government to improve education and job opportunities in remote communities.

This position is offered at 0.8 FTE to project completion on June 30, 2025.

Why work with us?

At DKA, you'll get more than just a job. Here's what you can look forward to:

1. **Make a real difference:** Join DKA to improve education and job opportunities in remote desert and arid communities, contributing to lasting positive change.
2. **Grow your skills:** Further develop skills in project management, research, and community engagement while working alongside passionate individuals.
3. **Enjoy work-life balance:** This part-time position (4 days a week) allows for personal time while still making a significant impact in community development.

As the Project Officer, your day-to-day activities will include:

1. Researching exciting consultations in Central Australian communities.
2. Speaking with community service providers to understand gaps and limitations with current systems.
3. Interpreting demographic, economic, and social information to present to government departments, local councils, local decision-making bodies and others.
4. Working closely with cultural and community authorities in various regions.

To be successful in this role you will need to:

1. Collect and analyse data about education and jobs in Central Australia.
2. Build strong relationships with service providers, partners, and community members.
3. Work with local people to make sure our information is accurate.
4. Research job and education opportunities in remote communities.

5. Write reports to help guide future education outcomes.
6. Work with government agencies to use feedback from communities in their plans.
7. Help inform government decisions about workforce development in these areas.

We're Looking For	Desired Skills
Someone who can work respectfully with First Nations communities.	Experience working in remote communities, especially in Central Australia.
Ability to manage projects and meet deadlines.	Knowledge about developing workforce plans.
Skills in research and report writing.	Skills in community development.
Flexibility to adapt to changes when working in remote areas.	Experience managing projects with multiple partners.
Problem-solving skills to tackle challenges in workforce development.	Understanding of vocational education and training.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Accountability

You will report to the Business Development Manager and will also have accountability to others you are working with on non-core projects.

Application process

If you're excited about making a difference and growing your career in an organisation that cares about impact, we want to hear from you! Apply online through the [application link here](#) and attach your CV. For questions, email kate.wiles@dka.com.au or call 0889596000.

Applications will be reviewed as they are received. **Please note, the final submission date is November 1, 2024.**

Approved:

Jimmy Cocking - CEO

Signature

Date

Agreed:

Chris Kendrick – General Manager

Signature

Date

