



NORTHERN TERRITORY CATTLEMEN'S ASSOCIATION INC.

Advancing and protecting the interests of cattle producers in the Northern Territory

Member - National Farmers' Federation & Cattle Australia

Position Title	<u>Industry Programs Officer</u>	Date	<u>17/04/2026</u>
Reports to	<u>Deputy CEO</u>	Employment Status	<u>Full Time</u>

Purpose of Role

The Industry Programs Officer supports the delivery of the Northern Territory Cattlemen's Association's (NTCA) strategic priorities through effective coordination of programs, projects, events, and stakeholder engagement activities.

Working closely with the Deputy CEO, the role provides operational, administrative, and program support across NTCA initiatives while assisting with member engagement, industry events, and stakeholder communication.

The position plays an important role in ensuring NTCA projects and programs are delivered effectively while maintaining strong relationships with members and key industry stakeholders across the Northern Territory.

Duties and Responsibilities

Deputy CEO Support and Organisational Coordination

- Provide operational and administrative support to the Deputy CEO to assist with the effective delivery of NTCA priorities.
- Assist with coordinating meetings, travel, and stakeholder engagement activities.
- Prepare meeting papers, briefing notes, reports, and other supporting documentation.
- Provide secretariat support for meetings where required, including preparing agendas, collating papers, and recording actions.
- Assist in monitoring actions, project milestones, and follow-up items to ensure priorities are progressed.
- Support coordination of NTCA activities across projects, events, and stakeholder engagement.

Project Support, Delivery and Coordination

- Assist with the planning, coordination, and delivery of NTCA projects, programs, and initiatives.
- Contribute to the development of project proposals, operational plans, and administrative project documentation.
- Monitor project timelines, deliverables, and reporting requirements to ensure projects are delivered effectively.
- Provide administrative support related to project management including scheduling, reporting, and coordination.
- Lead delivery of projects or initiatives where appropriate.

Member & Industry Engagement

- Support the Deputy CEO in maintaining strong relationships with NTCA members across the Northern Territory.



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- Assist with coordinating member visits, regional engagement activities, and industry consultations.
- Respond to member enquiries and ensure relevant information is communicated internally.
- Represent NTCA at industry events, workshops, and meetings as required.

Event & Industry Activities

- Assist with the coordination and delivery of NTCA events including workshops, forums, and the NTCA Annual Conference.
- Support planning and delivery of regional engagement activities and industry programs.
- Assist with logistics, stakeholder coordination, and event administration.

Stakeholder Engagement

- Develop and maintain effective working relationships with industry stakeholders including government agencies, research organisations, and partner groups.
- Support the Deputy CEO with stakeholder engagement activities and industry collaboration.
- Assist in coordinating stakeholder meetings, briefings, and communications.

Communications and Reporting

- Assist with preparation of media releases, industry updates, and project reports.
- Contribute to NTCA communications including newsletters, social media, and member updates.
- Assist with preparation of briefing notes, meeting papers, and project reports.

The above list is not exhaustive, and the role may change to meet the overall objectives of the company. This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

Selection Criteria

Essential

1. Strong organisational and administrative skills, with exceptional attention to detail and accuracy.
2. High level of oral and written communication skills, with the ability to interact with a range of stakeholders professionally and efficiently.
3. Ability to work unsupervised, manage time effectively, and prioritise tasks efficiently.
4. Ability to work outside of normal hours, meet tight deadlines, and perform under pressure.
5. Ability to maintain a high level of confidentiality and professionalism in all tasks.
6. Ability to work within a multi-cultural and diverse stakeholder environment.
7. Demonstrated ability to coordinate and deliver projects, programs and/or events.
8. Current NT Driver's License.

Desirable:

1. Knowledge of the NT cattle industry and understanding of the NTCA membership base.



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Key Attributes (Desirable)

Qualifications

- Tertiary qualifications in agriculture, business or a related field (desirable).

Experience

- Experience in agricultural industries, industry organisations, or stakeholder engagement roles.
- Experience coordinating events, projects, or programs.
- Experience working in rural or regional contexts is highly desirable.

Knowledge

- Strong understanding of the Northern Territory pastoral sector, including its challenges and opportunities.
- Familiarity with stakeholder engagement strategies and techniques, especially in rural and regional contexts.
- Understanding of event coordination.
- General knowledge of marketing and communications principles, including newsletter development and digital content distribution.
- Awareness of the Australian red meat and livestock industry's key market access and integrity systems.

Skills & Competencies

- **Customer service focused:** committed to providing exceptional engagement with NTCA members and stakeholders.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and contribute positively to the NTCA team.
- **Time management/organisation:** ability to accomplish objectives effectively within timeframes and manage competing priorities.

Personal Attributes

- Professional and proactive approach to work.
- Strong organisational skills and attention to detail.
- Positive attitude with a willingness to learn and contribute across a range of activities.
- Resilient and adaptable in a dynamic industry environment.

Other

- Willingness to undertake regular travel, including remote areas and overnight stays.
- Commitment to working flexible hours when required to attend regional events and workshops.