



<b>Job Title:</b>	<b>Administration Assistant Trainee</b>	<b>Position No:</b>	<b>R90</b>
<b>Department:</b>	<b>Regional Development</b>	<b>Service Area/Section:</b>	<b>Regional Development</b>
<b>Classification Level:</b>	<b>ASO1</b>		
<b>Reports to:</b>	<b>Regional Manager East Arnhem</b>	<b>Direct Reports:</b>	<b>Nil</b>

## POSITION OVERVIEW

This position is part of the Regional Development team based in the Nhulunbuy office and is funded through the Employment Pathways Program. It is designed for a school-based trainee, providing an opportunity to gain practical experience while completing secondary education. The role involves providing day-to-day administrative support to the regional office, contributing to the effective and efficient operation of the branch and the Northern Land Council (NLC). The successful candidate must be willing to enrol in a Certificate II or III qualification relevant to the position and demonstrate a strong commitment to learning and development. Throughout the traineeship, the position will report to the Education and Employment Pathways Manager on outcomes related to training and skill development, ensuring alignment with the trainee's learning goals and career aspirations.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide general administrative support to members of the regional office, including tasks such as raising purchase orders, filing, records management and the provision of logistical support under supervision
- Perform the duties related to the role of a front desk administrator such as distribution and management of incoming/outgoing correspondence as well as the monitoring of appointment/diary schedules including assisting with travel arrangements, with guidance from supervisors
- Actively participate in on-the-job training by assisting with the implementation of Regional Development projects in accordance with established procedures.
- Complete study requirements to fulfil the qualification associated with the traineeship, balancing work and school commitments effectively.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained while under supervision and mentorship.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Completion of year 10 high school or previous work experience.
- Good attention to detail and a demonstrated ability to work with a range of computer software products, in particular Microsoft Word and Outlook.
- The ability to respectfully communicate with people across the organisation as well as Traditional Owners (TOs), our constituents and members of the general public.
- The ability to organise and prioritize tasks as required.
- The ability to be punctual and have excellent attendance to work and study commitments.

### DESIRABLE REQUIREMENTS

- C Class drivers' licence.

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**Date Approved: July 2024**