



Job Title:	Administration Assistant Trainee	Position No:	R91
Department:	Regional Development	Service Area/Section:	Regional Development
Classification Level:	ASO1		
Reports to:	Regional Manager Katherine	Direct Reports:	Nil
Location:	Katherine	Date Approved:	July 2024

POSITION OVERVIEW

This position sits within the Regional Development team in the Katherine office and funded by the Employment Pathways Program. This position will be responsible for providing day to day administrative support to the regional office in order to effectively and efficiently service the needs of the branch and the Northern Land Council (NLC). The successful candidate must be willing to enrol in a Certificate II, III or IV in a qualification related to their position and is committed to learning. This position will also report to the Education and Employment Pathways Manager over the course of the traineeship on outcomes related to learning and development.

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.
- 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 the coordination of travel arrangements as required.
- Actively participate in on-the-job training by assisting with the implementation of Regional Development projects in accordance with established procedures.
- Complete study requirements relevant for the completion of qualification.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- 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.

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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 confidently and 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.