



Job Title:	Senior Administration Officer	Position No:	CF46
Group:	Corporate Services	Service Area/Section:	Benefits Distribution Unit
Classification Level:	Administration Service Officer -ASO5		
Reports to:	Manager Benefits Distribution	Direct Reports:	Nil

POSITION OVERVIEW

The Administration Officer will be responsible for providing high level administrative and project support to the Manager, Benefits Distribution Unit (BDU) and the BDU team to ensure that the NLC is compliant and meets its Legislative requirements. This position will be integral to ensuring that information flows effectively and efficiently from the BDU Unit to other stakeholders in a timely manner and in accordance with NLC policies and procedures.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide high level administrative support to the Manager, BDU, including monitoring the Manager's incoming calls, diary management reviewing incoming/outgoing correspondence, records management and coordination of the team's travel and meeting logistics.
- Provide support to the BDU team to ensure they meet deadlines, Statutory and Governance requirements and other priorities including pre/post meeting requirements, royalty inquiries (phone, online, face to face).
- Liaise with internal stakeholders to ensure momentum and delivery of BDU projects and functions in a timely manner.
- Coordinate BDU meetings including preparation of agendas, minute taking and other support as required.
- Assist the BDU team to prepare and monitor royalty meeting budgets and budget applications.
- Monitor and prepare documentation such as reports and briefings, ensuring that timeframes and quality control measures are met and in accordance with NLC standards.
- Undertake research and some small projects as directed by the Manager, BDU which may require coordination across the organisation and/or with external parties and facilitate tasks and processes that assist in meeting desired outcomes.
- Assist the Manager and senior BDU staff in managing HR functions and recruitment processes.
- Assist the Manager to identify, document and streamline BDU processes and activities ensuring that they are contemporary and fit for purpose. This may include working with internal stakeholders to review and improve functional issues across branches to ensure efficiency, compliance and continuous improvement.
- 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.
- 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

- A certificate IV in Business Administration or equivalent of two years' work experience undertaking similar role or duties.
- Extensive experience in providing a range of administration support functions to senior staff including coordination of meetings, agenda preparation and minute taking.
- High level of computer literacy including expertise in the various standard office software packages including competency in the use of Microsoft Office Suite including Word, Excel, Power Point and Outlook.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Ability to project manage, use sound judgement, decision making and problem-solving skills to achieve outcomes and meet tight deadlines.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.

DESIRABLE REQUIREMENTS

- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

Date Approved: March 2025