



<b>Job Title:</b>	<b>Senior Administration Officer</b>	<b>Position No:</b>	<b>N68</b>
<b>Group:</b>	Land & Law	<b>Service Area:</b>	Resources & Energy
<b>Classification Level:</b>	Administration Services Officer (ASO6)		
<b>Reports to:</b>	Project & Workflow Coordinator	<b>Direct Reports:</b>	Administration Officer Minerals & Renewables team
<b>Special Measures:</b>	No		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	July 2025

## POSITION OVERVIEW

The Senior Administration Officer within the Resources and Energy Service Team plays a key role in providing high-level administrative and operational support to ensure the effective functioning of the Service area. This position is responsible for supervising a small administration team, coordinating daily workflows, and overseeing the delivery of timely, accurate, and culturally appropriate administrative services in support of the NLC's statutory responsibilities under the **Aboriginal Land Rights (Northern Territory) Act 1976** and the **Native Title Act 1993**.

Working under limited direction, the Senior Administration Officer ensures that administrative systems and processes align with organisational standards, compliance obligations, and service delivery goals. The role also contributes to continuous improvement activities, supports budgeting and procurement processes, and fosters a collaborative and respectful team culture.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Lead by example and demonstrate commitment to the Service Area's administration service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model within the administrative team.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area's relevant administrative priorities and objectives, within a framework that drives accountability and achievement.
- Ensure the administrative team have a clear understanding of their responsibilities, and encourage open and honest, two-way communication between the team.

### STAKEHOLDER ENGAGEMENT

- Cultivate and maintain effective working relationships with the broader Resource and Energy team to ensure business administrative support is provided in a timely effective and prioritised manner.
- Build and maintain relationships with relevant government agencies including Department of Mining and Energy and other internal and external stakeholder such as the mining & petroleum organisations, to ensure compliant and effective delivery of the service area's administration service deliverables.

### SERVICE DELIVERY

- Provide a high level of coordinated business administration support to the Resources and Energy team to ensure effective and seamless delivery of services.
- Provide secretarial support to the Management team as required, which may include but is not limited to:-
- Reviewing non-technical reports and briefings for relevance and accuracy.
- Prepare business documents and reports for review and approval by Management.



- Undertake basic research and provide information, as required which may require coordination across the organisation and/or with external parties.
- Work directly with the Managers to prioritise and facilitate the effective implementation of NLC projects and programs in line with the NLC strategic plan within the region.
- Prioritise tasks to ensure work outputs meet required deadlines whilst maintaining a strong focus on the quality of the work.
- Oversee the ordering and purchasing of office equipment and consumables, stationary and other procurement needs as identified.
- Prepare documents for review and approval by the Manager, Minerals & Energy, including financial and operational reports and submissions in relation to budgets, annual reports and other matters.
- Set appointments, book meetings and assist with scheduling of events.
- Assist with recruitment and onboarding processes of new service area staff.
- Organise and coordinate complex travel arrangements efficiently.
- Maintain unit associated administrative and record keeping tasks to standard.
- Provide the appropriate level of supervision, support, training, guidance, mentoring and operational processes to support unit and staff performance to standards required.
- Monitor and prioritise correspondence from 3 group mailboxes, responding appropriately to incoming mail and distribute to appropriate staff.
- Ensure all team members are adhering to all relevant compliance, governance, legislative and organisational requirements and standards.

#### **PEOPLE MANAGEMENT**

- Maintain accountability and responsibility for:
  - Recruitment of vacant positions in the administrative team
  - The performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
  - The rostering of resources, timesheets and leave approval
  - Actively supporting relevant learning and development activities to enhance the service delivery of your team

#### **WORK HEALTH AND SAFETY**

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain team compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified timely manner.
- Promote and support organisational work health and safety initiatives

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Advanced Diploma of Business or relevant equivalent qualifications or equivalent supervisory administration experience.
- Minimum of three (3) years' high-level administration including at least one (1) year of supervisory experience in all aspects of administrative management, organising and prioritising workloads and meeting deadlines.
- Well-developed interpersonal skills with the proven ability to adapt engagement approaches to suit stakeholder requirements and develop and maintain effective relationships with internal and external stakeholders.
- Computer literacy skills in Microsoft Office Suite, record keeping software and finance processing software programs

### DESIRABLE REQUIREMENTS

- Experience using financial software packages, Corporate Travel Management and Travel Processing Systems.
- Current Northern Territory Driver's licence or ability to obtain prior to commencement and a willingness to travel to or within remote areas, as required.
- Understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.