



<b>Position Title:</b>	<b>Executive Assistant</b>	<b>Position No:</b>	<b>A16</b>
<b>Group:</b>	Land and Law	<b>Service Area:</b>	Anthropology
<b>Classification Level:</b>	Administration Services Officer (ASO6)		
<b>Reports to:</b>	Manager, Anthropology	<b>Direct Reports:</b>	Nil
<b>Special Measures:</b>	Nil		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	July 2025

## POSITION OVERVIEW

The Executive Assistant is responsible for providing high level secretarial, administrative and project support to the Manager, Anthropology and Senior Anthropology Team to ensure that the NLC and the Service Area meet their legislative and governance requirements. The Executive Assistant is the primary point of contact between the Manager and internal/ external stakeholders and is responsible for ensuring that workflows and communications to and from the Manager are attended to in a timely and efficient manner. This position supports the Manager, Anthropology and Senior Anthropology team with HR and recruitment activities to ensure that all HR reporting and recruitment is done effectively and efficiently.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide high level day to day secretarial and administrative support to the Manager, Anthropology including proactive calendar and email management, screening calls, responding to inquiries, preparation of correspondence, coordination of Manager travel, processing of reimbursement requests and reconciliation of Manager credit card.
- Assist the Manager Anthropology and Senior Leadership Team to meet various statutory and other Governance matters including Annual Report, Corporate Plan and Quarterly Reporting.
- Contribute to planning and implementation of branch processes and workflows, including coordination of branch content for internal operational documents.
- Coordinate the annual Anthropology Personnel Budget submission.
- Support the Manager and Senior Anthropology team in managing HR operations; in facilitating timely completion and submission of staff Probation Reports, Performance Enhancement Program paperwork, and other HRIS system requests to ensure that all HR deadlines and reporting requirements are met.
- Support the Manager and Senior Anthropology team throughout the recruitment process, from position establishment, drafting and reviewing position descriptions to preparing recruitment reports in order to facilitate timely and effective hiring.
- Coordinate onboarding for new employees and interns by facilitating inductions, ensuring access to required tools and resources, and liaising with relevant stakeholders to support a smooth engagement process.
- Liaise with the Learning and Development (L&D) team to coordinate staff training activities supported by the L&D team.
- Organise and coordinate logistics for Service Area training sessions and workshops including venue and audio-visual hire, catering, travel and accommodation for external training providers, preparation of training materials, and managing any additional requirements as needed.
- Coordinate Senior Anthropology Team and Service Area meetings end-to-end-from scheduling and agendas to catering, minute taking, and follow-ups.
- Maintain internal tracking spreadsheets and registers relating to HR matters, recruitment and training.
- File and manage Manager correspondence, memos, and other operational documents in an organised and timely manner.



- 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.

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Advanced diploma of business or relevant equivalent qualifications and/or equivalent relevant experience.
- Minimum of three (3) years practical experience as an Executive Assistant, Senior Administration Officer or similar role.
- 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.
- Sound written communication skills including submissions, business communication and reporting.
- High level time management and organisational skills, with the ability to manage multiple tasks and meet competing deadlines and demonstrated experience in working in an area that requires a high level of confidentiality.
- High level of computer literacy including expertise in various standard office software packages including Microsoft Office Suite and Teams, and experience using electronic document storage systems (Content Manager preferred).

### 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.)
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.