



<b>Position Title:</b>	<b>Permit Officer</b>	<b>Position No:</b>	<b>GP02 &amp; GP03</b>
<b>Group:</b>	Governance Strategy & Communication	<b>Service Area/Section:</b>	Permits, Agreements and Compliance (PACT)/ Permits
<b>Classification Level:</b>	Administration Officer 3 (AS03)		
<b>Reports to:</b>	Project Coordinator - PACT (R05)	<b>Direct Reports:</b>	Nil
<b>Special Measures:</b>	<i>Priority consideration for Aboriginal and/ or Torres Strait Islander applicant</i>		
<b>Location:</b>	Darwin/Regional Office	<b>Date Approved:</b>	August 2025

## POSITION OVERVIEW

The Permit Officer is a key member of the Permits, Agreements and Compliance Team (PACT), responsible for coordinating the processing of access permit applications and providing essential administrative support to the Permits Coordinator and the broader PACT team. Acting as a critical conduit between permit applicants, permit holders, PACT staff, and Permit Delegates, the role ensures efficient communication and operational continuity across the permit function. The Permit Officer facilitates the timely processing of online permit applications through the Permit Administration System (PAS) and supports a range of administrative functions, including resource coordination, mailbox and calendar management, and general clerical support to enhance the team's overall effectiveness.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Liaise with a variety of stakeholders (including NLC constituents) to provide basic procedural and/or referral advice regarding permit issues and commercial activities on Aboriginal Land.
- Undertake all permit system activities for the Office including: enquiries; receipting, processing and issuing of permits (including those associated with s19 Land Use Agreements); maintaining delegates' register; and compliance and issues management in regards to permit matters.
- Maintain records management systems to ensure that records are accurately recorded and assist others in the use of the administrative systems (including TRIM).
- Provide administrative support services for the effective functioning of the PACT, including ordering and purchasing office equipment and consumables as well as travel for PACT team.
- 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

- Certificate III in Business Administration and/or other relevant qualification, or minimum of 1 - 2 years' experience in a similar role/function.
- An understanding and knowledge of issues affecting Indigenous Australians and the ability to communicate clearly and effectively with Aboriginal people in a culturally sensitive manner.
- Good interpersonal skills and an ability to deal with a range of stakeholders, colleagues and clients in a friendly, courteous and professional manner, including an ability to deal with people of different cultures.
- Proven high standard of word processing skills, data entry and proficiency in the use of software applications and databases, including an ability to learn new systems.
- Experience and knowledge of sound corporate practices, including maintaining confidentiality and data security of commercial and sensitive information.

### DESIRABLE REQUIREMENTS

- Possession of a "C" class drivers licence and ability to safely drive 4WD drive vehicles.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.), the Aboriginal Land Act 1978 and the Native Title Act 1993 (Cth.)