



Job Title:	Senior Administration Officer	Position No:	A43
Group:	Land & Law	Service Area:	Anthropology
Classification Level:	Administration Services Officer (ASO6)		
Reports to:	Manager, Anthropology Service Area	Direct Reports:	A07 – Administration Assistant
Special Measures:	<i>No – not applicable</i>		
Location:	Darwin	Date Approved:	September 2025

POSITION OVERVIEW

The Senior Administration Officer supports the smooth running of the Anthropology Service Area by coordinating day-to-day administration and supervising the Administration Assistant. The role makes sure administrative tasks are accurate, timely, and in line with the Service Area's responsibilities under the Aboriginal Land Rights (NT) Act 1976 (ALRA) and the Native Title Act 1993 (NTA).

Working under limited direction, the Senior Administration Officer keeps administration systems and processes up to standard, ensures compliance, and supports service delivery goals. The role coordinates consultant contracts, monitors budgets and procurement within approved delegations, manages ICT assets, and helps improve the way the team works. The position also plays a key role in building a respectful and collaborative team culture.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example in the way administration services are delivered, showing professionalism, integrity, and accountability in all work.
- Model NLC's People Centred Care and Leadership principles by fostering a respectful, supportive, and collaborative team culture.
- Set clear priorities for administrative work and ensure tasks are carried out accurately and on time, supporting the Service Area's responsibilities under ALRA and NTA.
- Encourage continuous improvement by identifying practical ways to make administrative processes more effective, particularly in consultant coordination, budget monitoring, and record keeping.
- Promote open communication and a problem-solving approach within the Service Area, helping build trust and strong working relationships.

STAKEHOLDER ENGAGEMENT

- Work closely with the Anthropology Service Area to make sure administration support is timely, accurate, and meets team priorities.
- Maintain clear and cooperative communication with other NLC teams; such as Legal, Land & Sea Management, GIS, and Finance to support the smooth delivery of Anthropology's work.
- Coordinate with consultants and suppliers on day-to-day administration tasks (such as contracts, invoicing, and logistics) in line with NLC policies and approved delegations.
- Apply NLC's People Centred Care and Leadership principles in all interactions, building trust and respect through clear, responsive, and professional communication

UNIT OPERATIONS

- Coordinate the day-to-day administration of the Anthropology Service Area, ensuring tasks are accurate, timely, and follow NLC policies.
- Manage core admin functions: monitoring correspondence, maintaining records and registers (including ICT and budget tracking), and reconciling daily attendance with leave submissions.
- Prepare and track consultant contracts, variations and extensions, logistics, and invoicing, escalating



approvals where required.

- Support financial processes by monitoring budgets across project codes, preparing monthly reports, and coordinating annual budget submissions and forecasts.
- Coordinate procurement and purchasing, including office supplies, ICT assets/software, and specialist GIS/LIR requirements, within approved delegations.
- Assist with staff onboarding by arranging ICT access, assets, and specialist software.
- Maintain and improve administration workflows, manuals, and onboarding documentation to support consistent processes.
- Provide leave relief for other administrative roles in the Service Area when required.

PEOPLE MANAGEMENT

- Supervise and support the Administration Assistant, setting clear expectations and providing regular feedback on performance.
- Coordinate day-to-day people management tasks, including rostering, approving timesheets and leave, and ensuring workloads are manageable.
- Support learning and development opportunities for the Administration Assistant by encouraging skill development and on-the-job learning.
- Apply NLC's People Centred Care and Leadership approach in supervision, fostering a safe, respectful, and collaborative work environment.
- Assist with recruitment processes for the administrative team when required, in line with NLC policies and approved delegations.

WORK HEALTH AND SAFETY

- Model safe work practices and promote wellbeing in line with NLC's People Centred Care and Leadership approach.
- Make sure the administration team follows NLC's WHS policies and procedures, and that the workplace is safe and compliant.
- Report hazards, incidents, and near misses promptly, and support reviews or investigations when required.
- Encourage a culture of safety by reminding team members of their responsibilities and supporting NLC's WHS initiatives.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Minimum four (4) to five (5) years' experience in administration, including at least one (1) year supervising staff, with proven ability to manage complex workloads and support a specialised service area.
- Strong organisational skills with the ability to set priorities, coordinate tasks, and meet deadlines in a busy work environment.
- Proficiency in Microsoft Office and other administration systems (e.g. finance, record keeping, or database software), with the ability to learn new systems quickly.
- Well-developed written and verbal communication skills, including the ability to prepare clear documents, reports, and business correspondence.
- Ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people, and to build positive working relationships across teams.
- Capacity to work independently under limited direction while contributing to a supportive and collaborative team culture.

DESIRABLE REQUIREMENTS

- A Certificate IV or Diploma in Business, Administration, or a related field.
- Knowledge of the Aboriginal Land Rights (Northern Territory) Act 1976 and the Native Title Act 1993, or willingness to learn.
- Current C Class driver's licence and willingness to travel to remote areas.