



Job Title:	Executive Assistant – GM Regional Development	Position No:	R110
Group:	Regional Development	Service Area/Section:	Regional Development
Classification Level:	Administration Services Officer (ASO6)		
Reports to:	GM – Regional Development	Direct Reports:	Nil
Special Measures:	Not Applicable		
Location:	Darwin	Date Approved	September 2025

POSITION OVERVIEW

The Executive Assistant (EA) position provides high-level executive support to the General Manager – Regional Development who oversees various portfolios including, Regional Network and Regional Operations, Logistics, Economic Development, Funeral and Ceremony and Meetings.

This role is the key point of coordination between the General Manager's office and internal staff, senior stakeholders, Traditional Owners and external partners. The position is responsible for managing high volume workflows, prioritising and scheduling meetings, preparing briefing materials and supporting delivery of executive actions across the group. The EA must exercise initiative, sound initiative, sound judgement and discretion in anticipating need, coordinating complex tasks, and supporting outcomes in a dynamic, cross-cultural environment.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- **Executive Support**
 - Manage the GM's calendar, schedule and priorities to ensure day to day obligations are met.
 - Anticipate and prepare for meetings, including briefing packs, agendas and follow up actions.
 - Manage incoming correspondence, triage requests and monitor outstanding actions.
 - Draft correspondence and ensure accurate record keeping using systems including TRIM.
 - Maintain a high standard of confidentiality, cultural respect and accountability.
 - Provide additional administrative support and coordination across operational requirements including file and record management for Service Area Managers.
- **Coordination and Communication.**
 - Act as a point of contact between the GM's office and internal/ external stakeholders.
 - Liaise with Service Area and Section Managers to track key deliverables and reporting requirements.
 - Coordinate meetings, committee logistics, travel and event support as required.
 - Communicate clearly and professionally with staff, constituents and partner agencies.
 - Ensure that representations to the General Manager on operational matters are investigated and followed up by appropriate staff.
- **Governance and Workflow**
 - Monitor requests, approvals and briefings to ensure timely progression and accurate documentation.
 - Ensure compliance with NLC policy, procedures and administrative protocols.
 - Maintain clear workflows and filing systems consistent with organisational standards.



Organisational Conduct

- 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

- Substantial experience providing executive support to a senior leader in a complex, high-volume environment.
- Highly developed organisational and time management skills, with the ability to manage competing demands and tight timeframes.
- Excellent written and verbal communication skills, with the ability to liaise effectively and respectfully across cultures and levels of seniority.
- Strong judgement, discretion and problem-solving skills, particularly when dealing with confidential or sensitive matters.
- High level of cultural awareness and the ability to work respectfully and effectively with Aboriginal people, including understanding the importance of cross-cultural communication.
- Strong skills using Microsoft Office (Word, Excel, Outlook, PowerPoint) and electronic records systems such as TRIM.
- Capacity to work independently under limited direction while managing workflow priorities.
- Current C Class Drivers Licence and willingness to travel remotely as required.

DESIRABLE REQUIREMENTS

- Diploma level qualification (Minimum) in business administration, project coordination or related field.
- Knowledge of the NLC regions and understanding of roles and responsibilities of Aboriginal organisations.
- Understanding of relevant legislation including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.) and the Public Governance Performance and Accountability Act 2013.
- Experience supporting programs or executives working in cross-cultural settings.

Date Approved: September 2025