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|------------------------------|----------------------------------------------------------------------------------------|------------------------|------------------|
| <b>Job Title:</b>            | <b>Council Secretary</b>                                                               | <b>Position No:</b>    | <b>DS06</b>      |
| <b>Department:</b>           | Office of the CEO                                                                      | <b>Branch/Unit</b>     | Council Services |
| <b>Classification Level:</b> | Administration Services Officer - 6 (ASO6)                                             |                        |                  |
| <b>Reports to:</b>           | <b>Coordinator Council Services</b>                                                    | <b>Direct Reports:</b> | Nil              |
| <b>Special Measures:</b>     | <i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i> |                        |                  |
| <b>Location</b>              | Darwin                                                                                 | <b>Date Approved:</b>  | July 2025        |

## POSITION OVERVIEW

The Council Secretary is responsible for delivering high-quality secretariat support to the Full Council, Executive Council, and Regional Councils, formed under the Aboriginal Land Rights (Northern Territory) Act 1976. Working closely with the Chair and CEO, the role coordinates agendas, minutes, and resolutions, ensuring compliance with governance obligations and statutory processes. The position plays a critical role in supporting effective and culturally safe Council operations and engagement across the NLC.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Coordinate Council meetings and ensure accurate, timely documentation:
  - Prepare and distribute agendas and meeting materials in consultation with the CEO and Chair.
  - Attend Council meetings to record accurate minutes, decisions, and resolutions.
  - Draft minutes for endorsement by the CEO and Chair and distribute as required.
  - Monitor and track follow-up actions and resolutions to ensure timely completion.
  - Record attendance, verify quorum, and ensure statutory requirements are met.
- Maintain strong governance and compliance processes:
  - Maintain registers, including conflicts of interest, resolutions, and attendance.
  - Stay informed about relevant Commonwealth and NT laws affecting the NLC and Council, and apply this knowledge to support governance and compliance.
  - Conduct regular compliance reviews and escalate outstanding governance matters to the CEO.
  - Apply NLC policies and procedures to ensure operational integrity and compliance.
- Manage records and ensure secure information handling:
  - Maintain all meeting records and correspondence in TRIM or other approved content management systems, in line with recordkeeping requirements.
  - Ensure accurate documentation and archiving practices that meet legal and organisational standards.
  - Uphold confidentiality and handle sensitive matters with integrity and professionalism.
- Liaise effectively with internal and external stakeholders:
  - Work collaboratively with the Council Services team, CEO, Chair, and other NLC officers to support meeting preparation and follow-up.
  - Provide governance advice and procedural support to Council members and relevant stakeholders.
  - Support culturally safe communication and engagement practices in all interactions.
- Comply with NLC policy and procedures, 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**

- At least two years' experience in governance, secretariat, or board support roles, ideally within a statutory or cross-cultural setting.
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs (database management systems, including TRIM) or an ability to rapidly acquire knowledge for such systems.
- Strong written communication skills, including formal correspondence, reporting, and meeting documentation.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Strong organisational and planning skills to support high-quality Council meetings and outcomes
- High level of integrity, discretion and professionalism when managing confidential and sensitive matters
- Demonstrated ability to work effectively in cross-cultural environments with Aboriginal people and communities.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.
- National Police Clearance

### **DESIRABLE REQUIREMENTS**

- Diploma Level qualifications in business, governance, public administration or a related field
- Experience working in a large Aboriginal organisation or statutory authority.
- 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.)