



Position Title:	Data Entry Officer	Position No:	NIL
Group:	Governance Strategy & Communication	Service Area/Section:	Permits, Agreements & Compliance Team
Classification Level:	Casual AS03		
Reports to:	Senior Contract Compliance Officer	Direct Reports:	NIL
Special Measures:	Not Applicable		
Location:	Darwin	Date Approved:	31/03/2026

POSITION OVERVIEW

The Data Entry Officer will work within the Contract Compliance Team, which is responsible for the compliance management of land use agreements relating to activities undertaken on Aboriginal traditional lands and seas within the Northern Land Council (NLC) region. The Contract Compliance Team sits within the Permits, Agreements & Compliance Team (PACT).

This position is available on a casual basis for an initial three-month period (12 weeks), with the possibility of extension until the project is completed. The Data Entry Officer will be responsible for the accurate uploading and maintenance of contract data, including the entry of relevant agreement details and data cleansing activities, as directed, within the organisations CRM system.

The role is office based and requires a high level of attention to detail, strong organisational skills, and the ability to manage confidential information in accordance with organisational procedures and compliance requirements.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Review, verify, and accurately enter data into the CRM system relating of NLC Section 19 land use agreements, with particular focus on monitoring and recording non-financial obligations to ensure compliance and data integrity.
- Undertake CRM data cleansing and maintenance activities, including identifying inconsistencies, correcting inaccuracies, and updating records, as directed by the Senior Contract Compliance Officer, to support reliable reporting and contract oversight.
- Comply with NLC policies, procedures and governance requirements at both organisational and operational levels, ensuring that appropriate standards and operational protocols are maintained at all times.
- Carry out other reasonable tasks and duties as required, provided they fall within the scope, skills and responsibilities of the position.
- 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.
- Take responsibility for personal health and safety, as well as the safety 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

- Computer skills with Microsoft Office suite.
- Data entry / administration experience.
- Job Capabilities include: following instructions, judgement, attention to detail, excellent communication skills

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.)