



<b>Position Title:</b>	<b>Administration Officer – Malak Malak</b>	<b>Position No:</b>	<b>TBC</b>
<b>Group:</b>	Land & Sea Management	<b>Service Area:</b>	Caring for Country
<b>Reports to:</b>	Regional Program Coordinator (NT71)	<b>Direct Reports:</b>	NIL
<b>Classification Level</b>	Administration Officer 3 / AS03		
<b>Location:</b>	Malak Malak Ranger Base	<b>Date Approved:</b>	May 2026
<b>Special Measures:</b>	Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions		

## POSITION OVERVIEW

This position is located at Wooliana Community near Nauiyu Community (Daly River) located in the Northern Territory. It is responsible for assisting in the coordination of the activities for the Malak Malak Ranger Group and advancing the objectives of the Traditional Owners in managing their cultural and natural resources.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide day to day general administrative and operational support to the Malak Malak Ranger Base, including but not limited to coordination of travel, logistics, bookings, travel allowance (TA) and associated paperwork and approvals.
- Supporting Ranger Coordinator and Malak Malak Rangers by preparing timesheets, acquiring quotes and estimates, using the NLC purchase order system, HR21, responding to emails, phone calls and preparing ranger leave forms for HR and payroll.
- Provide administrative support with regional projects, assist coordinate team meetings through agenda preparation, minute taking and follow up of action items.
- Deliver strong project administration support across the following key area's;
- Recording and distributing day to day, incoming /outgoing correspondence.
- Ordering and purchasing office equipment and consumables; and
- Organising and processing travel, accommodation, leave and incidentals for staff.
- Liaise effectively 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.
- To jointly manage and monitor all assets for the Ranger program, including reporting of damaged or replacement of assets including implementing WHS recommendations
- Support the Malak Rangers using the Smart Programme.
- At times may be required to work in the field carrying out activities such as weed management, Fire Management, Fisheries regulation patrols and animal control.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Certificate III in Business or equivalent qualification / experience.
- Minimum One (1) year experience working as an Administration Officer, or another similar role.
- Sound organisational and self-management skills and the ability to complete tasks and meet deadlines with a high level of accuracy.
- Ability to prioritise competing tasks in a structured work environment.
- Sound ICT literacy including use of information management software and systems and Microsoft 365.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation and to build productive working relationships and achieve agreed outcomes.