



Position Title:	Administration Assistant Trainee	Position No:	R90
Group:	Regional Development	Service Area:	Regional Development
Reports to:	Regional Manager East Arnhem	Direct Reports:	Nil
Classification Level	Administration Officer 1 – ASO1		
Location:	Nhulunbuy	Date Approved:	July 2026
Special Measures:	<i>Yes -Designated Aboriginal and/or Torres Strait Islander Position</i>		

POSITION OVERVIEW

This Administration Assistant Trainee sits within the Regional Development team and provides an excellent career development opportunity for an Aboriginal and/or Torres Strait Islander person looking to build their skills, knowledge and experience within the Northern Land Council (NLC).

The position is responsible for providing day-to-day administrative support to ensure the effective and efficient operation of the regional office and the NLC. The successful candidate must be willing to enrol in a Certificate II, III or IV qualification relevant to their role and demonstrate a commitment to learning and professional growth. Throughout the traineeship, the employee will be supported by the Senior Learning Partner (L&D), who will provide guidance and mentoring to assist them in achieving their training objectives and broader career development goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide general administrative support to members of the regional office, including tasks such as raising purchase orders, filing, records management and the provision of logistical support.
- Perform the duties related to the role of a front desk administrator such as distribution and management of incoming/outgoing correspondence as well as the monitoring of appointment/diary schedules including the coordination of travel arrangements as required.
- Actively participate in on-the-job training by assisting with the implementation of Regional Development projects in accordance with established procedures.
- Complete study requirements relevant for the completion of qualification.
- 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.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Completion of year 10 high school.
- Good attention to detail and a demonstrated ability to work with a range of computer software products, in particular Microsoft Word and Outlook.
- The ability to confidently and respectfully communicate with people across the organisation as well as Traditional Owners (TOs), our constituents and members of the general public.
- The ability to organise and prioritize tasks as required.
- The ability to be punctual and have excellent attendance to work and study commitments.

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.)