

# Position Description



**NORTHERN  
LAND COUNCIL**  
*Our Land, Our Sea, Our Life*

<b>Job Title:</b>	<b>Facilities Management Officer</b>
<b>Classification:</b>	<b>AS04</b>
<b>Position No:</b>	<b>CF12</b>
<b>Branch:</b>	<b>Corporate Services- Fleet and Property Management</b>
<b>Reports to:</b>	<b>Fleet and Facilities Coordinator</b>
<b>Date:</b>	<b>June 2023</b>
<b>Location:</b>	<b>Winnellie</b>

## OUR ROLE

The Northern Land Council (NLC) is responsible for assisting Aboriginal people in the Top End of the Northern Territory to acquire and manage their lands and seas under the Aboriginal Land Rights Act (Northern Territory) 1976 (Cth) and the Native Title Act 1993 (Cth).

Nearly 50 years on we continue to serve over 50,000 Aboriginal people of the Top End and remain committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

## OUR RESPONSIBILITIES

### Consult

- With Traditional Owners
- Present and explain options to enable them to make decisions and choices with free, prior and informed consent
- Engage in two-way communication to actively listen and explain meaning

### Be Responsive

- To Aboriginal people's needs and effectively advocate for their rights and interests
- Provide effective services to the people we represent and other stakeholders
- Complete actions and tasks in a timely way, be accountable by to the people we represent

### Respect

- Aboriginal law, culture and tradition
- Our stakeholders and those who we work with
- Act with integrity, honesty and fairness
- Act in a manner that is appropriate and sensitive to cultural differences

### Social Justice

- Promote the rights and participation of Aboriginal people to achieve equity, fairness and opportunity
- Demonstrate strong leadership and advocate on behalf of Traditional Owners



## YOUR ROLE

Under the supervision of the Fleet and Facilities Coordinator, this position is responsible for the administration and coordination of all repairs and maintenance of all NLC premises, both owned and leased.

## YOUR RESPONSIBILITIES

1. Daily administration and coordination of NLC's building and property maintenance issues and/or faults.
2. Responsible for the management, liaison and coordination with contractors in regards to all building and asset repairs and maintenance, including the procurement of items and/assets whilst ensuring that all activities are recorded accordingly
3. Provide advice and assistance in relation to allocating and managing office space within buildings, including providing reports on the effective and efficient use of facilities management.
4. Assist with any major projects such as building work/renovations and lease management, as required.
5. Ensure maintenance contracts eg. Cleaning contracts, are reviewed regularly.
6. Ensure that all buildings and property comply with relevant legislation and Government regulations in relation to WHS and security standards.
7. Liaise with staff residing in NLC premises regarding all property related issues, this includes preparing all lease agreements, payments, bond refunds as well as maintaining a register of NLC properties, both owned and leased (including sub-leased properties).
8. Travel to regional areas to undertake property inspections, as required
9. Ensure internal accounts procedures are adhered to, assist with authorisation of requisitions and purchase orders.
10. Assist Fleet and Facilities Coordinator in preparation and monitoring of budgets associated with facilities management.
11. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.

## YOUR SKILLS AND EXPERIENCE

### ESSENTIAL CRITERIA

1. Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
2. Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
3. Possession of qualifications in building services or related disciplines and/or demonstrated experience in a similar role.
4. Ability to provide a high level of administrative and organisational support in a demanding and changing environment, including reliability in meeting deadlines and commitments.
5. Skills in the use of various computer software packages, and in particular Microsoft Word and Microsoft Excel.
6. Demonstrated interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build and foster productive working relationships with work colleagues, constituents and external stakeholders.



7. Proven ability to prioritise work, manage multiple tasks, meet deadlines, and manage workflows, whilst working with limited supervision and/or as part of a small team.
8. Demonstrated experience in financial management (including budget management) processes and procedures, and appropriate confidentiality, ensuring protection of sensitive information.
9. Travel to remote areas using 4WD vehicles may be involved so possession of a "C" class drivers licence and ability to safely drive 4WD drive vehicles is essential.

## ADDITIONAL REQUIREMENTS

Significant travel to remote areas using 4WD vehicles is involved so possession of a "C" class drivers licence and ability to safely drive a manual 4WD drive vehicles is essential.

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## OUR STRUCTURE

