



Position Title:	Council Liaison Officer	Position No:	DS04
Classification Level:	AS04		
Reports to:	Council Services Supervisor	Direct Reports:	Nil
Special Measures:	<i>Designated Aboriginal and or Torres Strait Islander position</i>		

POSITION OVERVIEW

The Council Liaison Officer is responsible for providing Administration support to the Council Services Supervisor to enable timely, accurate and professional liaison services and to the Full Council, Executive Council and Regional Councils of the NLC.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Maintains effective liaison relationships with all members of the NLC council by providing friendly, responsive, accurate and consistent information, advice and service to our Council members in accordance with relevant policies, procedures and service standards.
- Maintain high standards of confidentiality, good governance practices and integrity in all duties and tasks undertaken
- Remain aware, up to date and knowledgeable of Council services, programs, events and issues
- Undertake supporting administrative duties related to Council Meetings including but not limited to:
 - Preparation of Travel Allowance, and Meal Allowance forms;
 - Processing of sitting Fees.
 - Preparation of papers
- Assist with the compilation of all relevant documents in relation to all Council meetings; conferences; and other meetings and ensure all other corporate information including electronic records are placed on file.
- Arranges logistics including travel arrangements for the NLC Full Council and Executive Council meetings and Regional Council meetings.
- Ensure Council member contact information is kept up to date and accurate at all times
- Ensure recordkeeping requirements are met and maintained with all Council related documents.
- Assists with nominations and elections for Council members, including assisting with communication to Council members and NLC constituents.
- Assist in continuous improvement of work practices and procedures to enhance service delivery while meeting statutory and Council requirements.
- Comply with NLC policy and procedures at both an organisational and operational level, 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.



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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Certificate IV in Business Administration, Event Management or similar qualification, or relevant previous experience.
- Minimum of 2 years practical business administration and customer service experience
- Excellent attention to detail and a demonstrated ability to work with a range of computer software products, in particular Office 365, Word and Outlook.
- Complete work tasks within set budgets, timeframes and standards
- 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.
- The ability to be punctual and have excellent attendance to work commitments.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

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.)
- Previous Experience working for a large Indigenous organisation Highly desirable

Date Approved: 5/11/2024