



Job Title:	Administration Officer CP&D	Position No:	CD06
Group:	Land & Law	Service Area:	Community Planning & Development
Classification Level:	ASO5		
Reports to:	Manager Community Planning and Development	Direct Reports:	Nil
Location	Darwin	Date Approved:	February 2024

POSITION OVERVIEW

The NLC's Community Planning and Development (**CP&D**) program supports Aboriginal groups to plan, fund and undertake their own development projects using an empowerment-based model. The position is responsible for providing a high level of administrative, logistical and project support to assist the CP&D Branch to achieve its operational and strategic goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide a high level of administration and logistical support to the CP&D team including assistance in the coordination of meetings and associated travel to enable the effective and efficient management of the CP&D Program.
- Assist with purchasing activities including creation of purchase orders and facilitate the approvals and payment of invoices to comply with NLC Finance requirements.
- Assist the CP&D team in the development and dissemination of communication materials appropriate to respective projects and the CP&D Program.
- Undertake research and source information to support CP&D project development and delivery that may require coordination across the organisation and with a range of external parties.
- Work across the NLC and within the Community and Regional Services Division to support CP&D Program quality and processes in line with NLC policies and procedures.
- Develop and maintain a register of contractors relevant to NLC communities and regions.
- Manage electronic records, including images, in line with NLC's information and privacy policy and information management systems.
- Manage data systems and records to support deliverables of projects and the CP&D program.
- Prioritise activities and ensure outcomes and deadlines are met in a climate of change and complexity whilst maintaining a strong focus on the accuracy and quality of the work.
- Be available to travel from time to time in association with providing support at meetings and events, including to regional and remote locations in the Northern Territory.
- 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 and complying
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS (Note these are must haves for shortlisting)

- Qualifications in a relevant field or equivalent experience in a similar role.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- 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.
- Demonstrated experience in providing a wide range of administration support functions to teams.
- Demonstrated attention to detail and experience in delivering quality services to clients and stakeholders.
- The ability to work independently to manage priorities, use judgement in decision making and solving problems and to coordinate multiple and competing tasks to achieve outcomes and meet tight deadlines.
- High level of computer literacy including expertise in the various standard office software packages including the use of Microsoft Office Suite and an ability to prepare documents and communications within required formats, standards and level of accuracy.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS (could of should haves)

- 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.)
- Experience in using TRIM, Cost Recovery Management (CRM) and InDesign or similar.
- Experience in journey management including travel arrangements, remote meeting logistics and adapting to changing priorities and environments.
- Previous experience in developing and maintaining information systems and registers, including data entry and management.

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