



<b>Job Title:</b>	<b>Administration Officer</b>	<b>Position No:</b>	<b>R107</b>
<b>Department:</b>	<b>Governance Strategy &amp; Communication</b>	<b>Service Area/Section:</b>	<b>Permits, Agreements and Compliance (PACT)</b>
<b>Classification Level:</b>	<b>ASO4</b>		
<b>Reports to:</b>	<b>Manager - Permits, Agreements and Compliance (PACT)</b>	<b>Direct Reports:</b>	<b>Nil</b>

## POSITION OVERVIEW

The position is responsible for coordination of multiple tasks including resource management, mailbox and calendar management and is an essential bridge between PACT team and other departments. This position will also provide crucial support and facilitate the efficient operation of PACT and also assist with ad hoc permit issues, contract compliance team reporting and monitoring.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide day to day administrative support to assist the seamless operations of the PACT team including mailbox management for allocation and required actions.
- Handle enquiries from NLC staff, Land Council Members and external stakeholders.
- Logistical support for the PACT team including travel and accommodation bookings.
- Calendar management for PACT Manager and PACT meeting and reporting requirements.
- Assist with data entry across all reporting systems as required.
- Ensure records are managed in accordance with our Content Management standards
- Maintain a high level of confidentiality when dealing with correspondence including internal HR and other sensitive matters.
- 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 III in Business Administration and / or relevant experience
- Minimum of 1 year's practical experience in providing a reasonable range of administration support or a transferable skillset
- 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.
- High level attention to detail and experience in delivering quality service to clients
- Effective planning and coordination skills to implement program activities
- Sound ICT literacy and the ability to produce clear, concise and informative reports for a range of purposes to suit the intended audience.

### 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.)

**Date Approved:** January 2025