



Job Description : Training Administration Officer

POSITION TITLE:	Training Administration Officer
POSITION NUMBER:	HR018
CLASSIFICATION LEVEL:	CL 4
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Organisational Development Coordinator
LAST REVIEWED:	August 2024

KEY FUNCTIONS

The main function of this position is to provide efficient and effective administrative support to the Organisational Development Team and to ensure CLC's obligations are met with compliance training and reporting requirements.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Provide general administrative support to the Organisational Development Team; coordinating travel arrangements, purchase orders, completing TA forms and reimbursements as required.
2. Provide administrative assistance to the Aboriginal Leadership Group (ADL) or similar group's coordinated by the OD Team.
3. Provide administrative support for the CLC Cadetship and traineeship program as required
4. Book all internal and external training for CLC Staff as directed by the OD coordinator; Inc booking venues, catering and other duties as required.
5. Update staff training records, maintain databases and undertake the associated filing within the CLC electronic document system (Edis) and employee management system (iChris).
6. Coordinate training, attendance and maintain all records for; First Aid, 4WD, Cultural Awareness, CLC Induction, fraud awareness, WHS and privacy awareness and workplace bullying and Harassment training etc.
7. Assist the OD Coordinator with compiling all identified Performance Development Training needs that have been identified within all staffs annual performance appraisals.
8. Assist with and populate data required for various reporting requirements, relevant to the OD Team.
9. Maintain effective communication with other operational sections within the organisations.
10. Assist and attend on behalf of the CLC, career related expos and investigate opportunities to display employment, educational pathways or other opportunities within CLC.
11. As required, identify relevant government programs, funding sources and resources to support CLC's training initiatives.
12. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training consistent with the classification structure

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act,1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from Organisational Development Coordinator
- Work closely and collaboratively with the Organisational Development Facilitator.
- Work collaboratively with operational sections of the CLC in performing the functions of the position and to support the delivery of the organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. You must have or be willing to obtain a certificate III or higher in Business Administration or Career Development.
2. Demonstrate experience using computers and Microsoft office programs (e.g. excel, word, outlook)
3. Must be punctual and reliable with regular attendance and fulfilling the core hours as required.
4. Demonstrate time management and the ability to work under minimal supervision.
5. Ability to maintain a high level of accuracy and confidentiality.
6. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
7. Good interpersonal skills with an ability to communicate effectively with people.
8. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
9. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
10. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Experience working in an Aboriginal Organisations or cross-cultural environment.
3. An awareness and understanding of the overall context in which the Central Land Council operates.
4. Experience in using iChris or Chris21 or other experience in learning management systems.

APPROVED COPY: D24-4959

APPROVAL DATE: 29/01/2024