

## **Job Description : Land Management Administration Officer**

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<b>POSITION TITLE:</b>	Land Management Administration Officer
<b>POSITION NUMBER:</b>	LM009
<b>CLASSIFICATION LEVEL:</b>	CL3 - CL4
<b>POSITION LOCATION:</b>	Alice Springs
<b>RESPONSIBLE TO:</b>	Land Management Administrative
<b>LAST REVIEWED:</b>	Coordinator 31 August 2022

### **ABORIGINAL IDENTIFIED POSITION**

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#### **KEY FUNCTIONS**

The Land Management Administration Officer is responsible for providing administrative and logistical support to the Manager and staff of the Land Management section, including a network of remotely based CLC Ranger groups who are engaged in natural and cultural resource management activities across the CLC region.

#### **SPECIFIC ROLE RESPONSIBILITIES AND DUTIES**

1. Provide day-to-day administrative and logistical support to all Land Management staff; in particular, the Regional Land Management Coordinators and Ranger Group Coordinators. Manage administrative requests submitted in the Land Management Help Desk system.
2. Make accommodation bookings for Ranger program staff, consultants and group bookings for other staff. Make flight bookings for approved staff air travel.
3. Arrange monthly Land Management Coordinators meetings and bi-monthly Ranger Coordinator meetings. Includes scheduling, inviting internal and external stakeholders, collating the agenda and producing minutes.
4. Perform administrative functions to ensure compliance with CLC policies and procedures in relation to
  - a. record management (including creating folders in Land Management Section electronic archive system in eDIS)
  - b. expenditure (including creating purchase orders and processing invoices)
  - c. employment conditions (e.g. collating information from timesheets and checking leave applications)
  - d. timely responses on related corporate service matters.
5. Support the production and distribution of newsletters, reports and other materials promoting Land Management Section and Ranger Program activities and outcomes in accordance with CLC and funding body requirements.
6. Assist in promoting and maintaining a safe working environment for staff through compliance with best practice WH&S requirements for tasks undertaken and adherence to those requirements using established Standard Operations Procedures (SOPs). Make sure areas where shared administration resources are stored are kept safe, tidy and well-stocked.
7. Contribute to the safekeeping, maintenance and management of Land Management Section equipment, resources and assets. Manage equipment bookings and maintain a central register of all assets. Ensure assets are stored safely. Work with Computer Services to manage and maintain staff mobile phones when new staff commence or exit employment.
8. Provide planning and logistical support to meetings and events, including intensive support for annual Ranger Camp, fire committee meetings and regional planning meetings. Support may include map printing, catering, and keeping minutes and other records as required.

9. Provide relief services to the CLC Stuart Highway office reception.
10. Establish and maintain effective liaison with other operational sections within the organisation.
11. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
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 (Cth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

### **WORKING RELATIONSHIPS**

- Reports to and receives direction from the Land Management Administrative Coordinator;
- Works closely and collaboratively with the Senior Land Management Administration Officer to ensure an even spread of work between the two roles;
- Works collaboratively with all other staff of the Land Management Section in making positive contributions to the CLC's performance;
- Liaises with CLC staff in relation to front office information;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of 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.

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## SELECTION CRITERIA

### ESSENTIAL

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. Certificate III or higher in Business, or similar qualification, and/or administrative skills, knowledge and experience or demonstrated ability to learn quickly.
3. Demonstrated reliability and consistent performance in the work place, including good organisational skills, and capacity to complete tasks on time, under limited direction and in accordance with instructions provided.
4. Demonstrated knowledge, skills and experience in Microsoft software packages such as: Word, Excel spreadsheets, Edge, Outlook, Microsoft Nav, Publisher and PowerPoint.
5. Demonstrated interpersonal skills and ability to communicate with staff and clients at all levels, in particular, ability to communicate effectively with Aboriginal people and to respond appropriately to a variety of people and situations.
6. Ability to effectively undertake administrative tasks such as the preparation of correspondence, minutes and briefings for distribution to relevant parties.
7. Ability to exercise discretion, sensitivity and confidentiality with all verbal and written communication.
8. Ability to proactively determine staff and section needs.
9. 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.
10. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people
11. 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.
12. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities. Ability to travel to remote locations as required to assist remotely based Land Management staff with administrative and logistical functions.
13. 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. Experience working in remote areas.
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. Ability to perform administrative tasks outside of the key duties listed above.
5. Familiarity and experience with central Australian Aboriginal languages would be an advantage.

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