



Job Description : Project Officer

POSITION TITLE:	Project Officer
POSITION NUMBER:	AM006, AM007, AM008, AM009, AM015, AM016
CLASSIFICATION LEVEL:	CL 5
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Senior Project Officer
LAST REVIEWED:	October 2022

KEY FUNCTIONS

Provide assistance in the coordination of and attend all assigned meetings and distributions activities. This function includes a considerable amount of 'field work' attending meetings of Aboriginal corporations, NT Associations, traditional owners and community groups. Assist in organising and administering the operations of Aboriginal Associations Management Centre. Support achieving of AAMC outcomes.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Assist with the organisation of Aboriginal corporations, NT Association and other relevant meetings and liaison with traditional Aboriginal members.
2. Advise members of Aboriginal corporations on financial policies in accordance with relevant guidelines.
3. Responsible for recording the minutes for all assigned meetings and distributions activities.
4. Assist in maintaining membership records for Aboriginal corporations.
5. Process disbursements in accordance with relevant guidelines.
6. Responsible for maintaining a high level of accurate data entry into a range of software applications.
7. Organise distribution of regular financial and information statements.
8. Hand written and verbal enquiries and refer to other CLC Staff as appropriate.
9. Assist in the provision of regular reports on Aboriginal corporations' activities.
10. Assist in ensuring the implementation of the Council's Royalty Management policies and guidelines.
11. Assist in maintaining statutory and administrative requirements for all Aboriginal Corporations.
12. Maintain a working knowledge of all rules, reports and changes to legislation that may affect the payment of monies to Aboriginal corporations. Be able to disseminate this knowledge to others
13. Assist in maintaining daily administrative operations of AAMC.
14. Other duties that are safe, legal and logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Corporations (Aboriginal and Torres Strait Islander) Act 2006
- Corporations Act 2001
- Associations Act 2006 (NT)
- 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 Senior Project Officer;
- Work collaboratively with all other staff of the AAMC in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; 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. Good planning and logistical skills
2. Experience in providing advice and support to people at various levels including effective negotiation and influencing skills
3. Experience in issues management and conflict resolution.
4. Solid computer skills across a range of applications, including Microsoft Office Suite – word, excel and outlook.
5. Display a high degree of honesty, accountability and ethical behaviour.
6. 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.
7. Excellent written communication skills including the ability to transcribe accurate and professional minutes.
8. Ability to exercise discretion, sensitivity and confidentiality with all verbal and written communications.
9. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
11. 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. Sound knowledge of the CATSI Act and applicable sections of ALRA.
2. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
3. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

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APPROVAL DATE: 02 November 2022