

**CENTRAL LAND COUNCIL  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Administration Officer
<b>POSITION NUMBER:</b>	CD009
<b>CLASSIFICATION LEVEL:</b>	ASO 4
<b>POSITION LOCATION:</b>	CLC Head Office 27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO:</b>	Contracts and Project Officer
<b>LAST REVIEWED:</b>	January 2017

**ABORIGINAL IDENTIFIED POSITION**

**KEY FUNCTION**

Deliver high level administration support across the Community Development Unit (CDU) project areas and the CDU more generally.

**SPECIFIC ROLE RESPONSIBILITIES AND DUTIES**

1. Ensuring program areas are maintaining effective and consistent document management by supporting the use of eDIS, CLC's electronic document management system, as a Power User.
2. Supporting the development and implementation of CDU management information systems.
3. Supporting CDU project officers with the administrative and logistical tasks of meetings including arranging participant transport, catering, booking accommodation/meeting rooms, producing and distributing accurate, Plain-English minutes, preparing meeting folders, etc. as required.
4. Establish and maintaining an electronic community development image library.
5. Establish and maintaining a CDU mailing list database.
6. Ensuring timely data collection and data related to program monitoring information and preparing summarized reports; coordinating information flow to CLC cooperate dashboards.
7. Assist senior staff of the CDU to report and advocate on the CLC CD program to all relevant stakeholders.
8. 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 including administration of other CDU projects which arise as high priorities.

**MONITORING AND COMPLIANCE DUTIES**

- 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 the Contracts and Project Officer.
- Maintains collaborate working relationships with other Community Development Unit staff.
- Liaises with CLC staff in relation to front office information.

**ESSENTIAL**

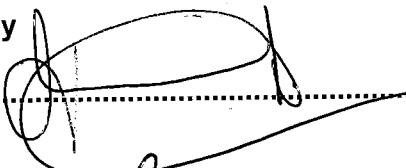
1. Previous experience in an administration position.
2. Demonstrated time management and organisational skills of a high order, including the ability to work with limited supervision and prioritise tasks.
3. Well-developed written communication skills including the ability to take accurate and professional minutes.
4. Strong interpersonal skills and ability to communicate with staff and constituents at all levels. In particular, ability to communicate effectively with Aboriginal People and to respond appropriately to people and situations.
5. Excellent computer skills across a range of applications, including Microsoft Word, Excel and Outlook, for work processing, database, mail merge, electronic filing and information retrieval systems.
6. Experience with developing and maintaining information storage and retrievals systems, including electronic systems.
7. Ability to participate and contribute to the work area as a team member.
8. Ability to exercise the utmost discretion, sensitivity and confidentiality with respect to all verbal and written communication.
9. Current NT driver's licence.

**DESIRABLE**

1. Demonstrated experience with financial tracking and acquittal systems.
2. A knowledge and understanding of the overall context in which the Central Land Council operates, including working knowledge of the Aboriginal Land Rights Act (NT) and the Native Title Act.
3. Experience using desktop publishing software,
4. Willingness to travel and work in remote localities when required. Appropriate level of health and fitness to meet the rigours of remote field work including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kgs as necessary.
5. Experience working in an Aboriginal organisation or cross-cultural environment.

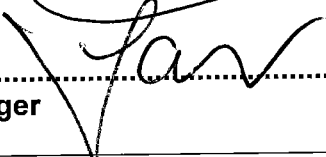
**Approved Copy**

Signed: .....  
Unit Manager



Date 06.10.17

Signed: .....  
General Manager



Date 10.1.17

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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Employee Name (Please Print)

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Employee Signature

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Date